



ROUTING CARRIER GUIDE

This guide will assist you in shipping to Lord & Taylor. Failure to follow any of these instructions, unless authorized in advance by the Transportation Department, can result in a chargeback. This guide supersedes any previous guide, verbal instruction or instructions on a Purchase Order. However, if a vendor specific guide was issued to you by Lord & Taylor, that guide remains in effect until Lord & Taylor notifies you. If you have any questions as to which instructions to follow, contact the Transportation Department prior to shipping. Changes or updates are shown in [blue](#).

Refer to the [EDI and Floor Ready Requirements](#) site for additional information (EDI, floor ready, offset chargebacks).

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GENERAL INFORMATION

SHIPPING INSTRUCTIONS

General Instructions

- Merchandise must be packed in accordance with the guidelines defined in the NMFC. Merchandise damaged in transit because of poor packaging will be charged to the shipper.
- If your company is paying all the freight cost the choice of shipping method to the DC is at your option.
- **An appointment is necessary for carriers delivering to the DC or consolidators. If a carrier reports to you having problems establishing an appointment, please notify Traffic via email at Traffic.LT@lordandtaylor.com**
- Accessorial charges assessed by a carrier resulting from shipper's loading method, i.e. sort and segregate, detention, re-labeling, loading charges will be charged to the shipper.
- Maintain PO integrity within a BOL when tendering freight to a carrier. Carrier sort & segregate expense will be charged back.
- Ship all merchandise to our distribution center or consolidator. Direct store shipments must be approved in advance by the Transportation Department.

If Lord & Taylor is paying any part of the freight

- Do not show a shipment value on the Bill of Lading.
- **Use of Air freight is restricted see page 5.**
- **Jewelry, Watches and other high-value items may require special routing see page 5.**
- Consolidate all shipments made on a single day into one shipment.
- Consolidate all individual Bills of Lading on a master Bill of Lading, which describes the individual bills shipped and has copies of these attached to the master.
- Use the individual Bills of Lading on ASN's, not the master Bill of Lading.
- Routing instructions are based on the aggregate weight of all Bills of Lading prepared each day for each location.
- On LTL shipments, carton counts on palletized loads must be verified by the driver. If the driver signs the Bill of Lading as ____ pallets said to contain ____ cartons, all shortages will be charged back to you, not to carrier.
- Correct format to use for pallets is: ____CARTONS, ____WGT., ____PALLET. Carrier must verify carton counts; make sure the correct Bill of Lading check off boxes are marked, showing who loaded and who counted the shipment. This must be consistent with the Carrier's signature on the Bill of Lading. For example: If the "Freight Counted By" section check-off indicates "By Driver/pieces", do not allow the carrier to sign for a pallet total.
- On LTL shipments, all unit counts must be verified by the carrier's agent when the shipment is picked up. Bills of Lading signed by the carrier's agent as shippers load and count (SLC or SL&C) will absolve the carrier and Lord & Taylor from liability for shortages.
- Small Package, LTL, and Consolidation shipments may not be shipped on consecutive days. Exceptions must be authorized by Transportation. Shipping Friday and Monday are not considered consecutive days.
- Orders must be shipped complete unless approved by a buyer on a P.O. Back orders must be shipped freight prepaid.
- Exceptions authorized by the Transportation Department must have an authorization number included in the special instructions field of your Bill of Lading.
- Bill of Lading must clearly note which party (shipper or driver) loaded and which party (shipper or driver) counted freight.
- **Routing methodology:**
- If you are paying all the freight, ship directly to our DC in Wilkes-Barre, PA, via the carrier of your choice. For all other shipments, see our FOB terms starting on page 3 before proceeding further.
- If you are paying the freight into one of our consolidators (see FOB terms) and the shipment exceeds LTL guidelines on page 5, use a Volume Load Worksheet, page 13 :
 - NJ Consolidation – Do not ship UPS or Fedex into the consolidation, see UPS, page 4, otherwise, LTL carrier selection into the consolidator is at your option.
 - CA consolidation – LTL carrier selection into the consolidator is at your option.
- For all other shipments. See if your total shipment meets small package criteria – under small package routing, page 3. If larger – see LTL guidelines on page 5. If larger than LTL guidelines or LTL guidelines require, use the Volume Load Worksheet, covered under Truckloads, page 5.

BILL OF LADING INSTRUCTIONS

Information Required

You are required to follow the Bill of Lading standards published by VICS, which can be viewed at

<http://www.vics.org/guidelines/bol/>

You must provide all field information that is deemed "Mandatory" per VICS.

In addition, you must provide all information that is deemed "Conditional" per VICS, as appropriate based on type of shipment.

- Name and address of shipper
- Name and address of consignee location, including dock letter designation & Distribution Center Number (As shown on page 10).
- Authorization numbers, if provided by the Lord & Taylor.
- Unique Bill of Lading number which must match that transmitted electronically for ASN's
- Date of the shipment (picked up by carrier)
- All purchase orders
- Carton or piece count and weight by purchase order.
- Pallet/Slip indicator (Y/N) must be indicated.
- Define each commodity with the correct NMFC classification item number and class.
- Bill of Lading must state "Maintain Shipment Store & PO Sequence".
- Volume shipments: If more than one vehicle is required, prepare a separate Bill of Lading/ASN for each vehicle.
 - For Volume Shipments, Email the signed bill of lading immediately after shipping to: LT-Receiving@lordandtaylor.com.
- If palletized, show carton count first and the # of pallets separately. Pallet weight must NOT be included in the total weight shown on the Bill of Lading.
 - Use pallets that weigh 40 pounds or less.
- Use pallets that weigh 40 pounds or less.
- If you are shipping footwear, Boots, Shoes or Slippers: Describe as MNFC item 28160, "Boots, NOI" or "Footwear, NOI, other than hosiery" or "Shoes, NOI" or "Slippers."

FOB TERMS

FOB terms, [other than for consolidations or commercial zones](#), if not extant, are negotiated at the time of purchase.

[For the definition of our consolidation zones & freight terms within our consolidation zones, see FOB Consolidator, below.](#)

If terms are not specifically addressed on a purchase order, the assumption is FOB destination, freight prepaid by the shipper.

Freight terms other than those listed below, must be negotiated with the Transportation Manager prior to shipping.

FOB terms that result in freight prepaid by the shipper, but added to a merchandise invoice or invoiced separately, are prohibited unless an authorization number has been obtained from the Transportation Department.

FOB Destination

Freight prepaid. The shipper may use any mode or carrier it chooses. We strongly recommend you use the same carriers used for collect shipments. These carriers provide the most reliable transit service to our facilities.

- FOB Consolidator

Where Lord & Taylor has a consolidation as defined on the LTL routing schedule, freight must be delivered **prepaid** to this facility from all shippers located within the recognized commercial zone for that area.

- [For the New Jersey consolidation](#), Lord & Taylor defines this area as all 5 boroughs of New York City, Westchester, Rockland, Long Island and all of New Jersey. If you choose not to participate in our "collect and allowed" program to our NJ Consolidation, prepaid carrier selection is at your option.

NOTE:

- Do not ship UPS or DHL to our NJ consolidation. If you were shipping "prepaid" or "collect & allowed" to the NJ consolidation, ship UPS or DHL shipments "PREPAID" to the Wilkes-Barre DC.
- Prepaid shipments of less than 130 pounds or 30 pieces of GOH (if authorized, see Packing Instructions, Page 3) must not be shipped to the NJ consolidation-they must be shipped PREPAID to the Wilkes-Barre DC.
- For prepaid shipments of more than 7,000 lbs., 750 cu. Ft. or loose Garment on Hanger shipments of more than 2,000 units, complete and email to us a Volume Load Worksheet, see page 13.

- [For the Los Angeles consolidation](#), the free zone is recognized as all of California and must be shipped prepaid and arrive at the consolidator within 24 hours of being shipped. All of California is to be routed prepaid to the consolidator in Los Angeles, prepaid carrier selection is at your option.

FOB Origin

Freight collect. Lord & Taylor pays all freight charges as long as its routing instructions are followed. Freight must be shipped collect. Do not ship prepaid and add the charges to an invoice.

Note:
In areas where Lord & Taylor has a consolidation, terms are FOB consolidator, not FOB Origin, see FOB Consolidator, above.

In all cases the FOB point must be a U.S.A. address.

RETURNS, FOB DESTINATION

All returns are shipped prepaid and the freight including surcharges (e.g., fuel) will be charged back where appropriate. All discrepancies must be reported within 30 days of receipt. Failure to report within 30 days, will exempt Lord & Taylor from liability. If you return any portion to Lord & Taylor, include copies of original paper.

PACKING SLIPS

Lord& Taylor requires every shipment to have an accurate VICS 856 carton level advance ship notice/manifest with a UCC-128 shipping carton label. (See the Lord & Taylor Vendor Manual at <http://partners.lordandtaylor.com/>). If you are not EDI compliant, you must use the non-ASN carton shipping label format shown in the Lord & Taylor Vendor Manual, also at <http://partners.lordandtaylor.com/>.

Each shipment must include packing slips as follows:

- Ship, pack, and invoice by store.
- The following information is required on the packing slips. Missing information could result in an expense-offset charge.
- Packing slips by PO and store, showing store # and alpha code, number of cartons, and quantity by style, color, size, dept # and GTIN # must be attached to the shipment as described below.
- Consolidate packing slips on the outside of the lead carton (lowest numbered carton) for that store.
- Small package (FedEx Ground, UPS or UPS GROUND) shipments should have a packing slip and a UCC-128 label for each carton affixed to the carton.
- The packing slip should not be used as a carton-shipping label.
- Lord & Taylor requires the following for GOH shipments (if authorized - see GOH note in packing instructions below):
 - Affix each store's UCC-128 label (or non-ASN shipping label) to colored plastic envelope containing the store's packing list, hung over the hanger of the lead garment for each store within the PO. Do not affix the UCC-128 label (or non-ASN shipping label) to the disposable poly-bag covering the garment. (The lead garment in GOH shipments is the first garment unloaded from the trailer when it arrives at the distribution center).
 - Always load right to left, top to bottom.

PACKING INSTRUCTIONS

- Ship only 1 department, purchase order, store per carton, unless you are participating in the Consolidated Carton Initiative (CCI) program.
- Do not over pack cartons. Cartons must be able to lay perfectly flat on all sides: without bulges in the middle or on any seam.
- Palletized loads must not have stores scattered throughout the pallets and should minimize the number of pallets used.
- Master Packing: If merchandise ordered for a store will result in a less than minimum size carton or minimum weight carton, masterpack stores into a single carton. Each individual carton inside a masterpack must be labeled as previously defined and the outside of the masterpack must be labeled "MASTERPACK" and have the Purchase Order displayed on the outside of the carton. **If the cartons still fail to meet the minimum requirements, contact the traffic department to obtain an authorization number. Email to Traffic.LT@lordandtaylor.com**
- Any extraneous materials not used in the presentation of merchandise should not be used (NON-VICS hangers, pins, clips, more than one sheet of tissue paper, etc.).
- GOH, (loose garments-on-hangers not in a carton) must be approved by the Lord & Taylor VP of Distribution and if approved, must be shipped on clear VICS hangers and separated by PO and store. Load right to left, top to bottom. If possible, within a store/po group, use rubber bands around the hanger to secure up to 10 pieces.
- Do not use bands, straps, or string to seal cartons except DHL GROUND, UPS or FedEx Ground banding of similar boxes for masterpacking cartons under 5 pounds, as allowed by these companies for Ground transportation.

- Do not use polystyrofoam peanuts for packing.
- Bulk shipping is not allowed.
- Use cartons that fit the merchandise.
- For more information, please see our detailed packing instructions at http://partners.lordandtaylor.com/partners/pdfs/vendor_manual.pdf.

INVOICE INSTRUCTIONS

- Lord & Taylor requires electronic invoices (VICS 810) in preferred consolidated format. Non-consolidated / single store invoices are accepted. All invoices for payment must be sent within 7 days after actual ship date.
- Prior to conversion to electronic invoicing, paper invoice requirements follow:
 - Separate invoice by purchase order, by store, by shipment
 - No more than 1 invoice per PO/Store/Shipment
 - Mail invoices to AP; receipt by AP should be within 24 hours of receipt of merchandise. Mail to:
Lord & Taylor
Mgr. Invoice Processing
250 Highland Park Blvd.
Wilkes-Barre, PA 18702

RETURNS

- Returns made for any reason will be made on a prepaid basis via our carriers and where appropriate, freight will be added to the debit at full class rates including surcharges (e.g., fuel).

INSURANCE/RELEASED VALUE

- Do not declare value or insure (see Jewelry & Watches Routing on page 5 for exceptions).
- When provided for in the NMFC, LTL shipments only should be shipped at the lowest released value.
- Do not declare/released value on truckload shipments.

CLAIMS POLICY

- For shipments which are FOB origin, freight collect, and properly routed, Lord & Taylor files against the carrier.
- All other shipments, the Lord & Taylor will charge the shipper for any shortages or damages, and the shipper must file claim against the carrier.

CARTON SIZE

<u>Minimum</u>				<u>Maximum</u>			
<u>Length</u>	<u>Width</u>	<u>Height</u>	<u>Weight</u>	<u>Length</u>	<u>Width</u>	<u>Height</u>	<u>Weight</u>
9"	9"	4"	5 lbs	36"	24"	30"	70 lbs

ROUTING INSTRUCTIONS

(For Shipments FOB Origin Only – see FOB terms on page 3.)

SMALL PACKAGE

UPS GROUND

- Refer to **UPS GROUND** Schedules on pages 7 and 8 for weight restrictions.
- When shipping **UPS**, do not use cartons that would be dimensionalized: charged at a higher weight rate based on size. For details go to:
 - http://www.ups.com/content/us/en/resources/prepare/dim_weight.html?WT.svl=SubNav#Learn+about+Dimensional+Weight
- UPS shipments may not be shipped on consecutive days. Exceptions must be authorized by Transportation. Shipping Friday and Monday are not considered consecutive days.
- **When freight terms are collect, UPS shipments are sent collect. Ship collect, bill recipient: Place 180385 in the field for recipient's account number. Unless air is authorized ship UPS GROUND.**
- PLD compliant systems must be used; **Lord & Taylor's PO# should be inserted in reference field #1 and the department # in reference field**
- **#2. Enter only numbers with no spaces.**
- Note: Do not ship UPS or DHL to our NJ consolidation. If you were shipping "prepaid" or "collect & allowed" to the NJ consolidation, ship UPS or DHL shipments "PREPAID" to the Wilkes-Barre DC.
- Shipments of less than 130 pounds or 30 pieces of GOH (if approved – see Packing Instructions, page 3) must not be shipped to the NJ consolidation-they must be shipped PREPAID to the Wilkes-Barre DC.
- For shipments over these limits, refer to LTL instructions.

LESS THAN TRUCKLOAD (LTL)

- If shipment is over **UPS** Ground limits and is within the guidelines listed below, refer to the LTL schedules on pages 9 & 10. For shipments over these limits, refer to Truckload instructions.
- If your shipment is over **UPS** Ground limits and exceeds the parameters below, follow the Truckload Instructions on page 5.
- If our LTL carrier fails to pick up freight within 24 hours of calling in the pickup, notify the Transportation Manager.

Maximum LTL Guidelines	Max Weight Up To:	Max Trailer Cube	Comments
All states except CA	7,000 lbs.	750	OR more than 9 non- stackable pallets OR non-palletized freight taking up more than 17 linear ft of a trailer
CA	4,000 lbs.	750	If GOH, (Garment on Hanger), Max. 2,000 GOH No GOH except by special arrangement (see Packing Instructions, Page 3).

TRUCKLOAD

- For any shipments above the Less Than Truckload parameters shown above, provide all information on Volume Load Worksheet, on page 13 .
- Email the completed form to the Transportation Dept. 48 hours **in advance** of pick-up (See Contact List on page for email address). To use the Volume Load Worksheet, keep it as an Excel file, save it on your PC with a new name or add a date to our name, for example: Volume Load Worksheet 11-21-08.xls. After filling in the information, re-save the file & then attach it to your email. If you are unable to use email, you may use the fax number shown.
- You will then be notified of the designated carrier for this load.
- If you do not receive a routing with 48 hours of submitting a Volume Load Worksheet, notify the Transportation Manager.
- Email the signed bill of lading immediately after shipping to: LT-Receiving@lordandtaylor.com. Note the trailer # on the BOL.
- Insure that the trailer is sealed, and the seal number and trailer number are both on the Bill of Lading. Failure to seal a trailer can result in claims being filed against you, not the carrier.
Palletized loads, if approved by Lord & Taylor, must be built with UCC-128 barcode labels facing out on each pallet. Any store with 100 or more cartons, should be individually palletized for cosmetics, housewares, domestics, china/glassware.
- Floor loads must be built with UCC-128 labels facing door of trailers.
- Cartons should be numbered sequentially, with lot # by store.
- Do not declare/released value on truckload shipments.

AIR

- Allowed only if: (1) vendor absorbs 100% of the cost; (2) vendor equalizes air freight cost to the ground equivalent of our ground carriers; or (3) specific authorization by shipment has been granted by the Lord & Taylor's Transportation Department.
- **Ship 2nd day service only, unless other type is approved by Transportation Department.**

Up to: 50 lbs UPS (2nd day service)	Over 50 pounds MainFreight (2nd day service) Do not ship air w/o Transportation Dept. approval for CT, DC, DE, KY, MA, MD, ME, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, or WV.
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JEWELRY & WATCHES

- The following Jewelry and Watch Departments require special routing instructions, which were updated 4/15/10:
39
758
767
793
854
856
879
912
970
984
992
994
- If the department on your Purchase Order is in the list above, please email us at traffic.lt@lordandtaylor.com, to obtain Routing Instructions. Include the following information:
 - One of the Lord & Taylor Purchase Order numbers that you will be shipping and your company name & contact person, with phone number.
 - We will email back to you the Routing Information.
- All other Jewelry and Watch Departments ship per the normal Routing Guide instructions, observe UPS and LTL weight breaks.
- Refer any questions on Jewelry & Watch shipping to our Traffic Department.

FURNITURE

- As stated previously, all freight, including furniture must comply with NMFC packaging requirements.
- All furniture must be properly described , per the NMFC.
 - If you fail to properly describe the freight & as a result we incur higher freight charges, we will charge the resulting freight cost back to you.
- Please email traffic.it@lordandtaylor.com , to obtain Routing Instructions. Include the following information:
 - One of the Lord & Taylor Purchase Order numbers that you will be shipping and your company name & contact person, with phone number.

SMALL PACKAGE (UPS GROUND) ZONE SCHEDULE

- If freight is paid by Lord & Taylor, go to the chart below and find the correct **UPS** zone based on your origin. Locate your zone on the Minimum/Maximum Weight Schedule* on page 8. Within that zone, find the line which equals the number of cartons you are shipping.
- If the number of cartons you are shipping is within the minimum and maximum weight, ship **UPS GROUND**. If the cartons or weight exceed the maximum, follow the LTL instructions.

Origin State	Lord & Taylor
AL	5
AR	5
AZ	8
CA/N.	8
CA/S.	8
CO	7
CT	2
DE	2
FL	5
GA	5
IA	5
ID	8
IL	5
IN	3
KS	5
KY	4
LA	6
MA	3
MD	2
ME	4
MI	4
MN	5
MO	5
MS	5
MT	8
NC	4
ND	6
NE	6
NH	3
NJ	2
NM	7
NV	8
NY	2
OH	3
OK	6
OR	8
PA	2
RI	3
SC	4
SD	6
TN	5
TX	6
UT	8
VA	3
VT	3
WA	8
WI	5
WV	3
WY	7

SMALL PACKAGE (UPS GROUND)
MINIMUM/MAXIMUM WEIGHT SCHEDULE

- If the number of cartons you are shipping is within the minimum and maximum weight, ship **UPS GROUND**.
- If the cartons or weight exceed the maximum, follow the LTL instructions.
- If the number of cartons is below what the minimum weight allows, these should be master packed, see Packing Instructions on page 3.

Zone 2			Zone 3			Zone 4			Zone 5		
#	Min	Max	#	Min	Max	#	Min	Max	#	Min	Max
Ctns	Wgt	Wgt	Ctns	Wgt	Wgt	Ctns	Wgt	Wgt	Ctns	Wgt	Wgt
1	5	70	1	5	70	1	5	70	1	5	70
2	10	140	2	10	140	2	10	140	2	10	140
3	15	210	3	15	210	3	15	210	3	15	200
4	20	280	4	20	280	4	20	250	4	20	200
5	25	350	5	25	300	5	25	250	5	25	195
6	30	350	6	30	300	6	30	237	6	30	195
7	35	350	7	35	262	7	35	237	7	35	195
8	40	312	8	40	262	8	40	237	8	40	185
9	45	312	9	45	262	9	45	237	9	45	185
10	50	312	10	50	222	10	50	212	10	50	172
11	55	312	11	55	222	11	55	212	11	55	172
12	60	258	12	60	207	12	60	190	12	60	142
13	65	225	13	65	207	13	65	155	13	65	95
14	70	225	14	70	172	14	70	155	14	70	95
15	75	185	15	75	172	15	75	102			
16	80	185	16	80	117						
17	85	125	17	85	117						
18	90	125									

Zone 6			Zone 7			Zone 8		
#	Min	Max	#	Min	Max	#	Min	Max
Ctns	Wgt	Wgt	Ctns	Wgt	Wgt	Ctns	Wgt	Wgt
1	5	70	1	5	70	1	5	70
2	10	140	2	10	140	2	10	140
3	15	150	3	15	150	3	15	130
4	20	150	4	20	137	4	20	130
5	25	150	5	25	137	5	25	110
6	30	150	6	30	122	6	30	95
7	35	145	7	35	112	7	35	95
8	40	137	8	40	112	8	40	95
9	45	137	9	45	112	9	45	95
10	50	122	10	50	112	10	50	75
11	55	122	11	55	82	11	55	75
12	60	90	12	60	82	12	60	75
13	65	90	13	65	82			
14	70	90						

LESS THAN TRUCKLOAD (LTL)

For Shipments Exceeding Our Small Package Guidelines and Not Exceeding LTL Guidelines (see page 5)

See Carrier List on the Next Page

Origin State	Zip Code	Type of Shipment & Carrier number	
		Cartons	Garment- On- Hanger
AL	All	5	36
AZ	All	1	36
AR	All	5	36
CA	All	15	36
CO	All	1	36
CT	All	5	36
DE	All	5	36
FL	All	5	36
GA	All	5	36
ID	All	1	36
IL	All	5	36
IN	All	5	36
IA	All	5	36
KS	All	5	36
KY	All	5	36
LA	All	5	36
ME	All	5	36
MD	All	5	36
MA	All	5	36
MI	All	5	36
MN	All	5	36
MS	All	5	36
MO	All	5	36
MT	All	1	36
NE	All	5	36
NV	All	1	36
NH	All	5	36
NJ	All	23	23
NM	All	1	36
NY	Commercial Zone/FOB Cons.	23	23
NY	100-104, 110-119	23	23
NY	105-109	23	23
NY	120-149	5	36
NC	All	5	36
ND	All	5	36
OH	All	5	36
OK	All	5	36
OR	All	1	36
PA	All	5	36
RI	All	5	36
SC	All	5	36
SD	All	5	36
TN	All	5	36
TX	All	5	36
UT	All	1	36
VT	All	5	36
VA	All	5	36
WA	All	1	36
WV	All	5	36
WI	All	5	36
WY	All	1	36

LTL CARRIERS & CONSOLIDATIONS LIST

LESS THAN TRUCKLOAD (LTL)			
LTL CARRIERS			
If our LTL carrier fails to pick up freight within 24 hours of your calling in the pickup, notify our Transportation Department. For LTL, consign to Lord & Taylor DC 82 +dock letter (from page 11) 250 Highland Park Blvd. Wilkes Barre, PA 18702			
1	ABF (www.abfs.com)	(800) 610-5544	
5	Con-Way Transportation	www.con-way.com or Call your local Con-way Freight service center	
36	Call LT Transportation for instructions	570/821-6240 / 6241	

CONSOLIDATION INSTRUCTIONS

15	CTE (800-540-0244)	Ship "Prepaid" via carrier of your choice (you may use CTE), consign to Lord & Taylor DC 82 + Dock Letter [see page 11], c/o CTE at 2610 Wisconsin, Southgate, CA 90280. Your carrier must call CTE for an appointment to deliver.
23	New Deal	Ship "Prepaid" via carrier of your choice (you may use New Deal) your carrier must call for appointment or ship "collect and charge back via New Deal"* to Lord & Taylor DC 82 + Dock Letter [see page11], c/o New Deal at 125 Pennsylvania Avenue, South Kearny, New Jersey 07032, for "collect and charge back" call 201-985-0300 ext 6, specify "collect and charge back" pickup.

* The "collect and charge back" program is an option available to help you reduce your local delivery expense. Contact our Transportation Department for details.

DOCK LETTER SCHEDULE

Insert the Dock Letter into first line of the address on the bill of lading.

DOCK LETTER CONSIGNMENT		Use This Dock Letter
PRODUCT GROUP	CONTENT DESCRIPTION	
Women's Shoes	Women's casual, dress, and athletic shoes	B
Cosmetics	Treatments, color, and cosmetic accessories	B
Women's Fragrances	Women's fragrances	B
Men's Fragrances	Men's fragrances and treatments	B
Handbags/Accessories	Handbags, small leathers, costume/bridge/fine jewelry, watches, belts, scarves, hair goods, sunglasses, hats, women's umbrellas, and gloves	B
Hosiery	Hosiery, tights, socks, and slippers	B
Better Sportswear	Misses better and bridge collections, separates, casual, denim	A
Moderate Sportswear	Misses moderate sportswear, weekend wear	A
Petite Sportswear	Better and moderate petite sportswear	A
Women's Spts/Dress	Better and moderate women's sportswear, and dresses	A
Swim	All women's swimwear	B
Dresses/Suits	Misses and Petites dresses and suits	A
Coats	Misses, petite and women's coats, rainwear, leather, and outerwear	A
Intimate	Bras, shapewear, daywear, pants, sleepwear, robes, loungewear	B
Children's	All sizes boys and girls' sportswear (infants through 8/20), dresses, swimwear, sleepwear, hosiery, underwear, toys, accessories, hats, glove, and gifts	A
Children's Shoes	Boys and girl's casual, dress, and athletic shoes	B
Men's Furnishings	Dress shirts, neckwear, underwear, socks, pajamas, robes, jewelry, small leathers, belts, sunglasses, hats, gloves, slippers, men's umbrellas, and gifts	B
Men's Sportswear	Sport shirts, knit shirts, sweaters, pants, related separates, leather, outerwear, active, swimwear, shorts	B
Men's Collections	Sportswear and denim collections	B
Men's Clothing	Suits, sport coats, slacks, topcoats, and rainwear	A
Men's Shoes	Men's casual, athletic, and dress shoes	B
Tabletop/Gifts	China, glassware, silverware, gifts, and candles	B
Trim-A-Home	Holiday specific gifts, accessories, and decorations	B
Luggage	Luggage, backpacks, and briefcases	B
Stationery/Frames	Cards, calendars, gift wrap, frames, photo albums, and photo storage	B
Candy/Foods	Candy, gourmet foods, and coffee	B
Vendors shipping multiple product groups resulting in multiple dock designations, indicate this dock as part of the address on the Bill of Lading		A

LORD & TAYLOR CONTACT LIST

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