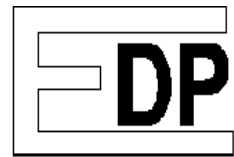
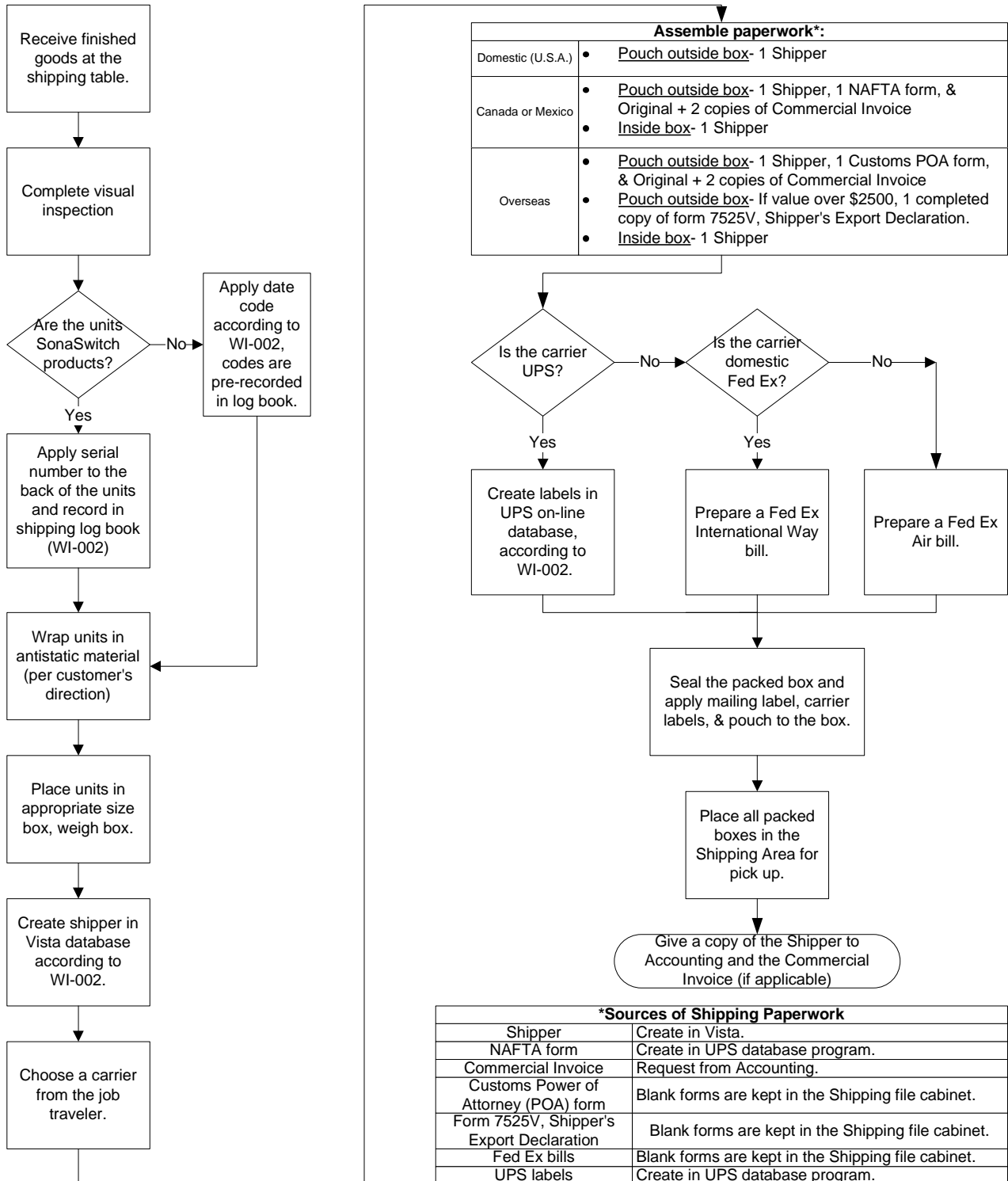


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Work Instruction

SHIPPING FLOW CHART



Assemble paperwork*:	
Domestic (U.S.A.)	<ul style="list-style-type: none"> Pouch outside box- 1 Shipper
Canada or Mexico	<ul style="list-style-type: none"> Pouch outside box- 1 Shipper, 1 NAFTA form, & Original + 2 copies of Commercial Invoice Inside box- 1 Shipper
Overseas	<ul style="list-style-type: none"> Pouch outside box- 1 Shipper, 1 Customs POA form, & Original + 2 copies of Commercial Invoice Pouch outside box- If value over \$2500, 1 completed copy of form 7525V, Shipper's Export Declaration. Inside box- 1 Shipper

*Sources of Shipping Paperwork	
Shipper	Create in Vista.
NAFTA form	Create in UPS database program.
Commercial Invoice	Request from Accounting.
Customs Power of Attorney (POA) form	Blank forms are kept in the Shipping file cabinet.
Form 7525V, Shipper's Export Declaration	Blank forms are kept in the Shipping file cabinet.
Fed Ex bills	Blank forms are kept in the Shipping file cabinet.
UPS labels	Create in UPS database program.