

STORE DELIVERY REQUIREMENTS

- Deliver the freight between the hours of 10:00 A.M. and 3:00 P.M. on the scheduled day. The store personnel are not authorized to request any deviations to the established delivery schedules. If you receive any such requests, contact the Bridgewater Transportation Department.
- In the event of a service delay, the carrier is responsible to notify the stores and the Bridgewater Transportation Department.
- Inside delivery is required.
- Stack the cartons with the labels facing outward for easy identification by the store personnel.
- All shipments are to be received with a Store Bill of Lading.
- Under no circumstances is the Store BOL to be altered in any manner.
- Delivery drivers are to have appropriate identification and/or wear a company uniform.
- When delivering to multiple stores within the same retail center, deliver in the following order from first to last when feasible:
 - Calvin Klein
 - Van Heusen
 - Tommy Hilfiger
- Free-astray cartons are to be delivered within 7 calendar days of the original delivery or on the next scheduled delivery to the store. The free-astray cartons are to be delivered on a separate freight bill referencing the original pro / freight bill number, the carton ID number, and the original date.
- The Carrier is accountable for the service that stores receive from any interline carrier, when applicable.
- Any change to an interline carrier must be approved by the Bridgewater Transportation Department.
- Any change of a direct point to an interline carrier must be approved by the Bridgewater Transportation Department.
- See **Exhibit L**. The Store Receiving Placard is posted in every retail store.
- All Carriers are required to submit a weekly service report outlining the date and time each of the stores received their freight.

STORE RECEIPT REQUIREMENTS

Inspect all cartons to ensure they are addressed to your store.

Sign the Store Bill of Lading noting the date, arrival time, the total number of cartons received, and any exceptions (over / short / damaged).

Follow policy and procedure in regard to reporting carrier non-compliance and any over, short, or damage issues.

EXHIBIT L

CARRIER DELIVERY REQUIREMENTS

Requisitos de Entrega del Portador

Shipments are to arrive at stores between the hours of 10:00 AM and 3:00 PM on the scheduled delivery day.

Los embarques deben de llegar a las tiendas entre las 10:00 AM y 3:00 PM en el día planificado de entrega.

The Carrier is responsible for notifying the stores and the Bridgewater Transportation Department with any service delays.

El Transportista es responsable de notificar a las tiendas y al Departamento de Transporte de Bridgewater sobre cualquier demora en el servicio.

Store personnel are **not** authorized to approve any deviations to the established delivery schedule. All such requests **must** be made through the Bridgewater Transportation Department.

El personal de la tienda no está autorizado para aprobar ninguna desviación al horario establecido de entrega. Este tipo de peticiones deben de ser realizadas a través del Departamento de Transporte de Bridgewater.

Inside Delivery is required for all stores.

Entregas al Interior son requeridas para todas las tiendas.

Cartons **must** be stacked with the labels facing outwards for easy identification and scanning by store personnel.

Los cartones deben de ser acomodados con las etiquetas visibles al exterior para que el personal de la tienda tenga una fácil identificación y pueda escanear.

The two copies of the Store Bill of Lading **must** be signed at time of delivery (signature, date, time and total cartons received). The store **must** retain a copy for their records.

Las dos copias del Conocimiento de embarque de la Tienda deber de ser firmadas al momento de entrega (firma, fecha, tiempo y el total de cartones recibidos). La tienda debe retener una copia para sus registros.

STORE DELIVERY RECEIPT REQUIREMENTS

All cartons **must** be inspected to ensure they are addressed to your store.

Sign and notate date and arrival time on the Store Bill of Lading. Store **must** sign both copies of the Store Bill of Lading provided by the Carrier, as well as notate the total number of cartons received including any exceptions (over/short/damaged). The store **must** retain a copy for their records.

Please follow policy and procedure in regards to reporting carrier non-compliance and over, short, and damage issues.

All store deliveries should be received between the hours of 10:00 AM and 3:00 PM, however, all deliveries which arrive prior to 5:00 PM must be accepted.