



VENDOR LIST FORM

Please list your top 10 vendors that you buy from that charge you shipping on your merchandise invoice. PartnerShip will take this list and notify your vendors that you are now working with PartnerShip to help lower your inbound shipping costs. PartnerShip will convey the following information to your vendors about your shipping requirements. Please mail or fax (440-774-2823) list back.

Instructions to Vendor:

GROUND SHIPMENTS

- Shipments under 250 lbs ship **FedEx Ground Collect**
- Shipments over 250 lbs ship **Yellow** or **Overnite – Freight Collect**
- Shipments over 7,500 lbs contact PartnerShip.

AIR SHIPMENTS

- Next day/Second day air shipments under 200 lbs ship **FedEx Express**
- Next day/Second day air shipments over 200 lbs contact PartnerShip.

	Vendor Name	Address	City, State, Zip	Contact	Phone	Fax
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Please fax to: 440-774-2823
OR mail to: PartnerShip,
500 East Lorain St.,
Oberlin, OH 44074-1294

Please complete the following information.

COMPANY _____
 ADDRESS _____
 CITY/STATE/ZIP _____

NAME _____
 SIGNATURE _____
 DATE _____