

Ballard Designs Drop Ship Routing Guide

Effective 04-27-18

Drop Ship vendors must use our preferred carriers. In unique circumstances, Ballard Designs may allow exceptions based on final transportation rates. Written approval of exceptions is required and failure to comply will result in a compliance chargeback.

Small / Parcel Shipments

Total order weight is less than 400 lbs and:

- Each carton does not exceed 150 lbs actual weight
- Each carton does not exceed 165 inches Length plus Girth (L+G) (see http://www.ups.com/content/us/en/resources/ship/packaging/weight_size.html for details on how to calculate)
- Each carton's Length (longest side) does not exceed 108 inches

Route through UPS (United Parcel Service) via the Ground service.

<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Website/Email</u>	<u>Billing Information</u>
UPS	800-PICK-UPS	www.ups.com	3 rd Party # A0R539

UPS Third Party Address: Ballard Designs
8879 Union Center Blvd.
West Chester, OH 45069

***Under no circumstances should any order be shipped UPS Freight**

***We require the Ballard Designs Order Number be entered in the Reference field #1.**

Large / Motor Freight Shipments – (Greater than 150 lbs, total order greater than 400 lbs, or dims exceeding UPSable)

Route through Ceva via Threshold and In-Home services

ATTENTION: NEW VENDOR REGISTRATION

The 1st shipment requires a scheduled pick request through the 800 registration line. Please call CEVA at 855-492-0999.

Once registered Ceva will accept email pick-up requests at cornerstone.inquiries@cevalogistics.com

Two shipment methods/services:

- 1) **Truck (Threshold) - IDD**
- 2) **In-Home (White Glove) - WGD**

The **BOL** (Bill of Lading) **Must** be marked as **3rd** Party Billing to:

Acct# **BALL55450**

Ballard Designs

8877 Union Centre Blvd.

West Chester, OH 45069

BOL **Must** include the following verbiage:

- “All charges are Pre-Paid”
- The Ballard Designs / Customer Order Number
- **As dictated by the order service level:** “Threshold (IDD)” **OR** “In-Home (WGD)”

If you have any questions about drop ship routing, please contact a Transportation Specialist at: routing@cornerstonebrands.com