

Blisset LLC

50 Triangle Blvd, Carlstadt, NJ 07072

Ph: (201) 549-0672

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warehouse@blissetllc.com



Receiving Guidelines

Our goal is to process your shipments as cost effectively and efficiently as possible. With that in mind, our guidelines are tools for you to utilize to ensure that you incur no additional Special Handling Charges.

Requirements

All Shipments

1	All shipments must have a BOL and Packing List.
2	All BOLs and Packing Lists must include the following Shipper information: <ul style="list-style-type: none">• Shipper Name• Full Address• Contact Name• Phone Number
3	An ASN must be submitted to Blisset LLC at least 24 hours prior to delivery.
4	Receiving hours are Between 7:30AM and 4:30PM EST (unless prior arrangements have been made).

All Cartons & Gaylords

1	All cartons and gaylords must be marked clearly with the following information: <ul style="list-style-type: none">• Job Number / PO Number• SKU Number / Item Number• Item Description• Qty Per Carton
2	All full boxes must have the same carton count, except for any partial count cartons.
3	Partial cartons must be uniquely identified and clearly marked as partial cartons.
4	Size and weight must be consistent per shipment.
5	There should be no mixed items in any carton.

All Pallets

1	One SKU / Item Number per pallet.
2	Only wood pallets will be accepted.
3	Pallet dimensions are not to exceed 42 inches in width, 48 inches in length, and 48 inches in height.
4	Pallets cannot have any broken runners or deck boards.
5	Palletized cartons must be stacked interlocked and secured with either banding or shrink wrap.
6	No mixed cartons or items on a pallet.
7	10 cartons or more must be on a pallet.

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All BOLs / Packing Lists

1	All deliveries must be accompanied by a BOL listing pallet count, carton count, and weight.
2	All deliveries must be accompanied by a detailed packing list which lists the following information: <ul style="list-style-type: none">• Shipper Name & Address• Job Number / PO Number• SKU Number / Item Number• Item Description• Qty Per Carton• Total Number of Cartons• Total Number of Pallets

Special Handling Charges

If our guidelines are not followed, your shipment will be subject to additional labor costs. Please refer to the Special Handling Charges below for details of these costs:

Special Handling Charges	
Missing or incomplete Packing List	\$50.00
Missing Job Number / PO Number	\$50.00
Missing or incorrect SKU / Item Number (\$50.00 plus \$5.00 per carton)	\$50.00
Missing or incorrect Qty Per Carton (\$50.00 plus \$5.00 per carton)	\$50.00
Mixed items in cartons (\$50.00 per mixed item – may incur additional costs)	\$50.00
Non-Standard Pallet (\$50.00 plus restacking charges)	\$50.00
Restacking of cartons on pallet (\$50.00 plus \$5.00 per carton and pallet charge)	\$50.00
Supply of Pallet	\$10.00