

**RE: INBOUND BILL OF LADING REQUIREMENTS & OWNERSHIP TRANSFERS**

Dear Valued Customer:

Please take a minute to review our Standard Operating Procedures for both inbound & onsite ownership transfers.

To provide better service, maintain an accurate inventory, and be accountable for customer owned material CSP will ONLY receive coils/sheets on behalf of the owner listed on the bill of lading.

**1. Inbound Transfers:**

- **Issue** – Coils/Sheets delivered to CSP with the incorrect owner listed on the bill of lading.
  - **Solution-1:** Shipper must change the bill of lading to reflect the correct owner of the coils/sheets.
  - **Solution-2:** “Blind Bill of Lading”. Carrier delivers coils/sheets using the bill of lading paperwork provided by the correct owner.
  - **Solution-3:** *Current shipper won’t change tags without a fee?* No problem, just contact the CSP Receiving Department ([receiving@coilsteelprocessing.com](mailto:receiving@coilsteelprocessing.com)) with the following info and schedule an appointment.
    - ✓ Inbound shipper name
    - ✓ Delivery date / time
    - ✓ Inbound coil #, gauge, width & weight
    - ✓ Transfer approval / confirmation from the previous owner
- **Transfer Fee** - \$25 fee per tag , billed to correct owner of the coils/sheets once the transfer confirmation has been received.
- **Please Note - Truck load with (10) bundles/lifts = \$250 fee to transfer & retag with correct owner!!! Please make sure this is taken care of PRIOR to arrival.**

**2. Onsite Transfers:**

- **Transfer Request** - Current owner of coils/sheets must notify CSP in writing for each transfer request.
  - Transfer requests must include the new owners name along with all the CSP tag #'s that need to be transferred.
- **Transfer Fee** - \$25 fee per tag, billed to the customer requesting the transfer.

We greatly appreciate and value our business relationship and thank you for the continued support. Please do not hesitate to contact us if there are any questions.