



Dear Customer Service Manager:

Cavender Stores has restructured its traffic and routing process. This letter details our agreed procedures on routing and billing of Cavender Stores' parcel and freight, to include the expected packing and invoicing requirements.

1) Packing Requirements:

- a) Each carton within a shipment must be labeled accordingly.
 - i) PO Number
 - ii) Packing List Number
 - iii) Carton Number (example 1-3, 2-3, 3-3)
- b) Packing List
 - i) Should always be inserted into carton #1 of shipment
 - ii) Must possess PO Number. If multiple PO's in shipment, each PO number should possess its own packing list. Do not list multiple PO's on one pack slip.
 - iii) Qty shipped by line item [by Style Number]
 - iv) Total Qty shipped
 - v) Grand Total of ALL items contained in shipment
- c) Bulk Order (Special Instructions)
 - i) PO Number must be written on the outside of each carton
 - ii) Pack cartons with one style number per carton whenever possible
 - iii) List the style number on the outside of each carton
 - iv) If consolidation of multiple styles is only option, vendor must list ALL style numbers on outside of carton.

NOTE: All special shipping or packing instructions on the PO should be followed explicitly.

2) Parcel:

- a) Ship via UPS, using Cavender's UPS 3rd Party Billing Acct #5FW424. (DO NOT SHIP COD)
- b) Do Not Declare any insured value. Cavender's accepts liability for loss or damage in excess of \$100 UPS reimbursement claim / payment.
- c) Ship only to Cavender's store specified on the Purchase Order
- d) Use Cavender's Directory (attached) to insure each carton/package is properly labeled and billed as detailed on the Directory.
 - i) 3 digit Store ID / Number (i.e – 004 / Tyler references the Tyler, TX location)
 - ii) Name
 - iii) Address
 - iv) Purchase Order ID on Bill of Lading

3) Domestic or International Freight:

a) These new routing instructions are not to change our current terms and conditions regarding freight allowed shipments. On shipments that have been in the past freight allowed, they are to continue to be shipped accordingly. However, if we are to be charged for the freight, please route shipments by the below-specified requirements. Any shipment of 300 lbs. or more (to a single store) are considered "bulk" shipment and are to be shipped LTL and brokered through AFS.

1. Contact our AFS Logistics Representative (Brandon Boyd) via email at bboyd@afs.net
(DO NOT SHIP COD)
2. AFS will provide carrier to use. Vendor will be responsible for calling in the pickup
3. Ensure Purchase order ID is notated on Bill of Laden
4. **Bill to: Cavender Stores c/o AFS**
PO Box 18170
Shreveport, LA 71138 1
5. AFS will notify Cavender's Distribution facility of contracted shipment

NOTE: If for any reason you are unable to comply with these instructions, please contact Joe Darwin with our logistics management firm, AFS Logistics, Inc., at 318-798-2111 x 1293. Failure to conform to stated routings may result in excessive freight charges being deducted from your invoice.

4) Please insure warehouse and shipping managers are provided a copy of the Cavender's routing instructions and make them aware of any special instructions on the PO. Any questions regarding our shipping instructions, please contact:

Bo Ricketts (903) 839-2300, ext.444

5) Product Invoices:

- a) Cavender's Accounts Payable Dept
7820 S Broadway
Tyler, TX 75701
- b) ALL invoices should "bill to" aforementioned address
- c) "Ship to" should identify store ID number/store location (i.e.- 004 / Tyler references the Tyler, TX location) to receive product
- d) Invoice MUST contain:
 - i) Date
 - ii) Terms
 - iii) PO Number
 - iv) Qty shipped by line item [by Style Number]
 - v) Cost
 - vi) Extended Cost
 - vii) Total Qty shipped
 - viii) Grand Total of ALL items contained in shipment

NOTE: If for any reason you are unable to comply with the invoice requirements, please contact our AP Supervisor, Theresa Segroves at 903-509-9509. Failure to conform to stated requirements may result in invoice remittance latency at no fault or liability assumed by Cavenders.

Sincerely,

Bo Ricketts

Director of Operations / CAVENDERS (903)839-2300 ext. 444

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| PLEASE ACKNOWLEDGE RECEIPT OF THESE INSTRUCTIONS. FAX TO: (318) 841-9351 or | |
| MAIL COPY TO: AFS Logistics, Inc.; P O Box 18170; Shreveport, LA 71138; Attn.: Logistics Dept. | |
| _____ | _____ |
| Print Name | Phone Number |
| _____ | _____ |
| Signature | Fax Number |
| Comments: _____ | |
| _____ | |
| _____ | |