



DROP SHIP DOCUMENTATION

DLI does provide BOL(s) documents, but does not provide PS-8125 or PS-3602 documentation.

PS form 8125 (Plant Verified Drop Ship)

Postal Service form 8125 certifies a mailing has been inspected and approved by the USPS, and that postage revenues have been accepted at the USPS origin facility. Each shipment to a destination postal facility requires a separate 8125 form.

The destination postal facility WILL NOT accept your drop-shipped mail without the ORIGINAL 8125 FORM.

PS form 3602 (Postage Statement)

Postal Service form 3602 describes your total mail volume, claimed discounts, resulting postage costs, and payment information. Once your mailing is verified, 3602's may be retained for your records, but have no further use in drop shipping.

PS forms 8125 and 3602 are created by your mailing software, not DLI. Blank forms can be downloaded from the USPS website.

Bills of Lading (BOL)

BOL documents list goods that are being transported, acknowledge receipt of goods by the carrier, and indicate delivery details. For every mail shipment, Direct Logistics provides a BOL indicating the carrier name, origin and destination addresses, postal appointment information, and emergency contact information.

- Only use BOL's provided by DLI
- Do not make copies of BOL's for additional shipments

PREPARING MAIL FOR SHIPMENT

Correctly preparing palletized mail for shipment helps ensure it arrives intact and ready for entry into the mail system. Preparation is solely your responsibility – DLI accepts no liability for loss or damage from poor preparation.

1. Trays or sacks of mail should be tightly "brick stacked" onto on sturdy (USPS approved) pallets.
2. To allow for double stacking of pallets, stack the mail so the top is as flat and level as possible.
3. Each pallet of stacked mail must be secured together with multiple layers of quality plastic stretch wrap.
4. **Take the time to wrap your mail well.** Plastic is cheap compared to mail loss or damage from too few wraps. (Top caps or skid tops may be used when double stacking)

Each finished pallet of mail must have a skid flyer on two (2) adjacent sides indicating the name and address of the USPS destination facility.

Upon request, DLI will provide skid flyers at no additional cost.

YOUR SHIPPING DOCUMENTS

Shipping, tracking, and destination acceptance all depend on proper document management.

BOL(s)

1. DLI will provide a BOL for each USPS destination facility.
2. Handwrite actual number of pallets for each destination from Box 11 on the BOL
3. Handwrite actual gross weight of each destination from the 8125 on the BOL.
4. Sign and date the BOL
5. The carrier who picks up your shipment will affix a PRO number to each BOL and associated skid(s) of mail
6. Photocopy each BOL with pro numbers for your records.

8125(s)

1. Make 2 copies of every approved ("round stamped") 8125 associated with your mailing
2. Give one copy of the 8125(s) to the driver stapled with each BOL for each destination
3. Place the original (approved/stamped) 8125(s) and one copy in a large envelope labeled "DO NOT REMOVE 8125's INSIDE"
4. Secure the envelope to the pallet of mail by placing it inside the plastic wrap of the pallet

FINAL AND MOST IMPORTANT STEPS

1. Send a color scan of each "original 8125" and all BOL's with PRO numbers to tdm_group@directlogistics.com
2. Retain copies of both for your business records.

ADDITIONAL NOTES

- On line tracking is available from your TDM account. Contact Customer Support for instructions if needed
- Shipments leaving your docks after 6PM run the risk of not making service that night and might add a transit day to your shipment
- Match the address on your 8125 to the BOL. Contact Customer Support if you find a discrepancy
- Orders submitted by noon local time are picked up the same day, after 2PM local time please contact Customer Support for pick up
- Multiple pallets may be stacked – if prepared correctly – into single "pallet positions"
- A maximum of 10 "pallet positions" are allowed per destination
- Carriers may show up anytime during the 2 hour window
- If the carrier hasn't arrived within 15 minutes of your pick up window call Customer Support and email tdm_group@directlogistics.com
- After hours emergency contact information 214-837-0044

WE STRONGLY URGE THE USE OF PLANET CODES, SEEDING, OR USE OF IMB's WITH EACH MAILING

Carrier drivers must NOT remove the Original 8125 from the pallet. If you witness this please call Customer Support immediately.

**FAILURE TO SEND YOUR BOL AND 8125 FORMS WILL PUT YOUR MAIL
AT RISK OF TRACKING FAILURE AND LATE DELIVERY!!!**