

ALL DELIVERIES MUST HAVE THE FOLLOWING REQUIRED INFORMATION:

- Part No(s) (Manufacturer and Seller)
- Description of part(s)
- Quantity
- Value in USD
- Country of Origin (COO)
- Harmonized Tariff Schedule (HTS), also referred to as Schedule-B numbers
- Export Control Classification Number (ECCN)
- Material Safety Data Sheet or Safety Data Sheet – if Hazardous or contains Lithium Batteries

SHIP TO SPARTAN IRVING OFFICE:

- Package size no larger than 31 in wide or 62 in long
- Package weight no heavier than 50 lbs.
- Package can be handled by one person

CONTACT BUYER TO ARRANGE SHIPPING OR PICKUP:

- Package size larger than 30 in wide or 62 in long
- Weight heavier than 50lbs
- Package is palletized
- Package requires hand truck, pallet jack, or forklift

When contacting Buyer to arrange shipping or pickup, must provide the following:

- Dimensions (L x W x H) of each box
- Weight in Kilograms of each box
- Total number of boxes

All boxes must contain:

- Unique number on outside to identify each box and total number of boxes, i.e. "Box 1 of _"
- Inventory sheet for each box with the corresponding box number
 - Place an inventory sheet on the outside and the inside if each box