

## DRESS BARN AND DIVISIONS NON-APPAREL VENDOR SHIPPING AND PACKING INSTRUCTIONS

### Labeling Instructions:

1. Only one address label must be affixed to the short side of the carton without overlapping top or bottom of the carton.
2. All labels must be facing out on palletized shipments.
3. Any address other than on designated spot must be blocked out.
4. Cartons must be marked as shown below, using the Dress Barn item identification label.
  - A. Dress Barn Item number
  - B. Shipping Purchase order number
  - C. Vendor style number
  - D. Content of carton (qty/color).
5. Each carton must be marked with the number of cartons in the shipment.

Note: It is the responsibility of the vendor to provide the Dress Barn item identification labels for all shipments.

### General Delivery Instructions

1. All shipments will be subject to opening and inspection prior to acceptance.
2. Inside delivery required. MUST be written on the

bill of lading when a shipment is being delivered to a Dress Barn store, along with the stores phone number.

3. When Dress Barn is responsible for freight The Bill of Lading Must read Collect, Third Party Billing, Dress Barn 30 Dunnigan Drive, Suffern NT 10901Attn : Traffic Department.

#### Carton Information

1. Carton must be of adequate strength
2. Carton must not have weight imbalance
3. Carton must not be crushed. Merchandise should fit snug into carton.
4. All considerations must be taken to insure undamaged delivery of product, use sufficient packing material.