

# DEB SHOPS INC.

9401 Blue Grass Road, Philadelphia, PA. 19114  
(215) 676-6000

## California Routing Guide

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Any Questions on this routing guide or areas not covered please direct to William J. Munizza Traffic and Logistics Manger at ext. 319.

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**To whom it may concern:**

**Enclosed you will find current instructions on how to prepare and ship merchandise to DEB SHOPS, INC. It is imperative that you follow these instructions. All instructions must be followed or shipments will be refused.**

**Appointments must be made for ALL shipments. If appointments are not made before the goods are shipped, we will refuse shipment.  
(As noted on all Deb Shops Purchase Orders)**

**We must have your full cooperation in this matter to expedite all goods received at our warehouse. Please instruct your carrier to make appointments a minimum of one day in advance.**

**If you have any questions or problems with the enclosed instructions, please call Joan Spotts (215) 676-6000, Ext 280.**

**Your cooperation will be greatly appreciated.**

**Very truly yours,**

**DEB SHOPS, INC.**

**Arthur Weinberg**

**Arthur Weinberg  
Director of Warehousing**

# DEB SHOPS INC.

9401 Blue Grass Road, Philadelphia, PA. 19114  
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From: Deb Shops, Inc.

To: All Vendors

Re: West Coast Shipping

Effective January 1, 2006 Dynamic Express, Inc. is Deb Shops preferred West Coast carrier and consolidator. This supersedes all prior letters.

All shipments shall be routed through Dynamic's SantaFe Springs, California facility as follows:

Location: Dynamic West / PDSI  
14141 Alondra Blvd.  
SantaFe Springs, CA 90670

Pickup Information Phone Number: 310-763-6898  
Fax Number: 310-763-6897  
Attention: Rudy Martinez

Please Note: Freight is collect and we will deduct freight charges off of vendor invoice.

If you decide to use a carrier other than Dynamic Express, it is mandatory that your carrier call the Deb Shop Distribution Center for an appointment prior to delivery (Appointment phone number 215-676-6000 extension 280).

If you have any questions, please call Bill Munizza at 215-676-6000 extension 319.

Sincerely,

**William J. Munizza**

William J. Munizza  
Deb Shops, Inc.  
Traffic and Logistics Manager

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The following is the shipping schedule, Via Dynamic Express, for vendors shipping from the West Coast in to Deb Shop, Inc. Philadelphia, PA warehouse.

Goods picked up after Friday at 12:00 noon pacific time and before 12:00 noon pacific time on the following Monday will be delivered to Deb Shops, Inc. on the following Friday.

Monday 1	Tuesday 2	Wednesday 3	Thursday 4	<b>Friday 5</b>  <b>Picked up after 12:00 noon</b>
<b>Monday 8</b>  <b>Picked up before 12:00 noon</b>	Tuesday 9	Wednesday 10	Thursday 11	<b>Friday 12</b>  <b>Delivered to Deb Shops, Inc</b>

Goods picked up after 12:00 noon pacific time Monday and before 12:00 noon pacific time on Thursday will be delivered to Deb Shops, Inc. on the following Monday.

<b>Monday 1</b>  <b>Picked up after 12:00 noon</b>	Tuesday 2	Wednesday 3	<b>Thursday 4</b>  <b>Picked up before 12:00 noon</b>	Friday 5
<b>Monday 8</b>  <b>Delivered to Deb Shops, Inc</b>	Tuesday 9	Wednesday 10	Thursday 11	Friday 12

Goods picked up after 12:00 noon pacific time on Thursday and before 12:00 noon pacific time on Friday will be delivered to Deb Shops, Inc. the following Tuesday.

Monday 1	Tuesday 2	Wednesday 3	<b>Thursday 4</b>  <b>Picked up after 12:00 noon</b>	<b>Friday 5</b>  <b>Picked up before 12:00 noon</b>
Monday 8	<b>Tuesday 9</b>  <b>Delivered to Deb Shops, Inc</b>	Wednesday 10	Thursday 11	Friday 12

## **General Shipping Instructions**

### **I. Flat Goods (Cartons)**

#### **A. Carton Specifications:**

1. **Maximum Weight** - 70 pounds per carton. Our system cannot handle any carton over this weight.
2. **Maximum Dimension:**

Length	-	36 inches
Depth/Width	-	30 inches
Height	-	30 inches

#### **B. Information that is required on cartons and/or labels:**

1. Purchase order number
2. Style
3. Color
4. Total number of pieces per box
5. Department Number (Tops 'N Bottoms, Inc.)

#### **C. Special Notice:**

1. Separate style when shipping
2. When possible skid and shrink-wrap by style
3. If you have to combine styles on a skid please separate within the skid

### **II Hanging**

#### **A. Specification**

1. Separate all styles
2. Ship solid color only (NO RAINBOW SHIPMENTS ACCEPTED)
3. Ship all hanging garments by sizes: Size 3 must be at the front of the order, and size 13 on the end.
4. Small Medium and Large must come in Assorted Six Packs.

**III. Hanging Goods (Cartons)**

**A. Carton Specifications:**

1. **Maximum Weight** - 30 pounds per carton.

**B. Information that is required on cartons and/or labels:**

1. Purchase order number
2. Style
3. Color
4. Total number of pieces per box
5. Department Number (Tops 'N Bottoms, Inc.)

**C. Special Notice:**

1. Separate style when shipping
2. When possible skid and shrink-wrap by style
3. If you have to combine styles on a skid please separate within the skid

## Packing Slip

We insist that your Packing Slip have the following information:

- A. Deb Shops Department Number
- B. Deb Shops Purchase Order Number
- C. Style Number
- D. Invoice Number
- E. Quantity by Color
- F. Number of Cartons
- G. Name of Carrier and Freight Terms

**Bill Of Lading**

We insist that you fill out your Bills of Lading in the following manner:

A. Ship **ONE** style on the Bill of Lading, making sure the following information appears on the Bill.

<u>Quantity</u>	<u>Style #</u>	<u>Purchase Order #</u>	<u>Dept. #</u>	<u>Invoice #</u>
25 ctn.	1228	46030	6	105532
<hr/>				
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25 ctn. **TOTAL**

B. Ship **MULTIPLE STYLES ON ONE** Bill of Lading: All information must be listed separately:

<u>Quantity</u>	<u>Style #</u>	<u>Purchase Order #</u>	<u>Dept. #</u>	<u>Invoice #</u>
20 ctn	1304	47052	7	109306
50 ctn	1305	47048	7	109307
35 ctn	6702	46090	6	105402

105 ctn. **TOTAL**

**PLEASE NOTE:**        **The above examples pertain to Hanging Garments also**