



PLEASE ADVISE ALL VENDORS: FREIGHT SHIPMENTS MUST BE PRE-PAID. ALL FREIGHT COLLECT & COD SHIPMENTS WILL BE REFUSED UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH OUR OFFICE.

SIDE MARK INSTRUCTIONS

Due to the various ways, vendors will add a sidemark, if at all, we have found that using the sidemark in the shipping address is the best way to ensure it is on your items. We require that all items have a side mark. We assess a research fee of \$25.00 on all items that arrive without the correct sidemark information.

Items are placed in the NO SIDE MARK database if they arrive at M1 without a side mark. The client's responsibility is to claim items in the NO SIDE MARK database. Proof of purchase is required to claim items from the NO SIDE MARK database. If you need access to the NO SIDE MARK database, contact billing@m1-mt.com.

SHIPPING INSTRUCTIONS

Please use the contact info below for shipping

SIDE MARK

M1 Logistics (if vendor does not allow second address line the side mark is more important)

**172 Timberline Drive
Bozeman, MT 59718**

406.577.2052 (Please do not use other numbers or employees personal numbers as it can cause delays)

RECEIVING HOURS

If your item's shipping method requires scheduling, please schedule during M1's receiving hours. Receiving hours are **Monday - Friday, 8:30am - 4:30pm** excluding holidays. M1 is not responsible for any delivery charges for items attempting delivery outside of the listed receiving hours.

FREIGHT CLAIMS

M1 Logistics LLC does not file freight claims for clients but will assist in any way possible to help you with the information needed.

If a shipment is received damaged, we will do the following:

- Note the damages on the driver's original delivery receipt if visible
- Send you a notification of the damage, including a copy of the delivery receipt & pictures of the damage
- We will retain the damaged item(s) and the original packaging