# Inbound / Outbound Shipping Policy

**This document should be shared with all shipping and logistic partners**

**to ensure that our deliveries and shipments go as smoothly as possible.**

The OFI is located on a residential street with truck access and has one loading dock.

Receiving and Dispatch is open from 9:30 am to 4:00 pm, Monday through Friday.

Please email at least 1 business day in advance to WAREHOUSE@organicfoodincubator.com to register arrival date and time. Please notify us of delays as soon as possible.

The time slots are:

Morning 9:30 am to 11 am Noon 12:00 pm to 1:30 pm Afternoon 1:45 pm to 3:30 pm

There are no OFI warehouse personnel past 4:00 pm.

The truck must arrive at the gate no later than 3:30 pm to be loaded/unloaded by 4.

**Pallet Transfer fee is $75 per pallet** This is for pallets dropped off by one shipper to be picked up by another and not utilized at the OFI.

**Prior to accepting ingredients or any production materials, we require from each vendor:**

- Vendor guarantee
- Vendor food safety audit
- Spec sheet for each ingredient
- Certificate of Analysis for each ingredient.

**Important issues to communicate to your freight broker / provider:**

Drivers should approach Davey Street directly from Belleville Ave. There is a Dunkin Donuts on the corner or Davey, Turn right when coming from the West. Turn Left when coming from the East. Do not follow GPS directions to additional side streets.

1) Yes, we can accommodate 53-foot trailers.

2) All trucks must be in good working condition with fully functional Tandams.

3) Encourage shippers to send a box truck for 6 pallets or less.

4) Do not pull into the parking lot if another 53 foot-trailer is present. Stay on the street.

5) No Idling.

6) No trucks are permitted on the premises after 5 pm.

7) The street is narrow. If a car illegally parked on Davey Street is impeding a truck's turn in or out of our parking lot, we will make every effort to track down the vehicle owner to move that car, however, this is beyond our control.

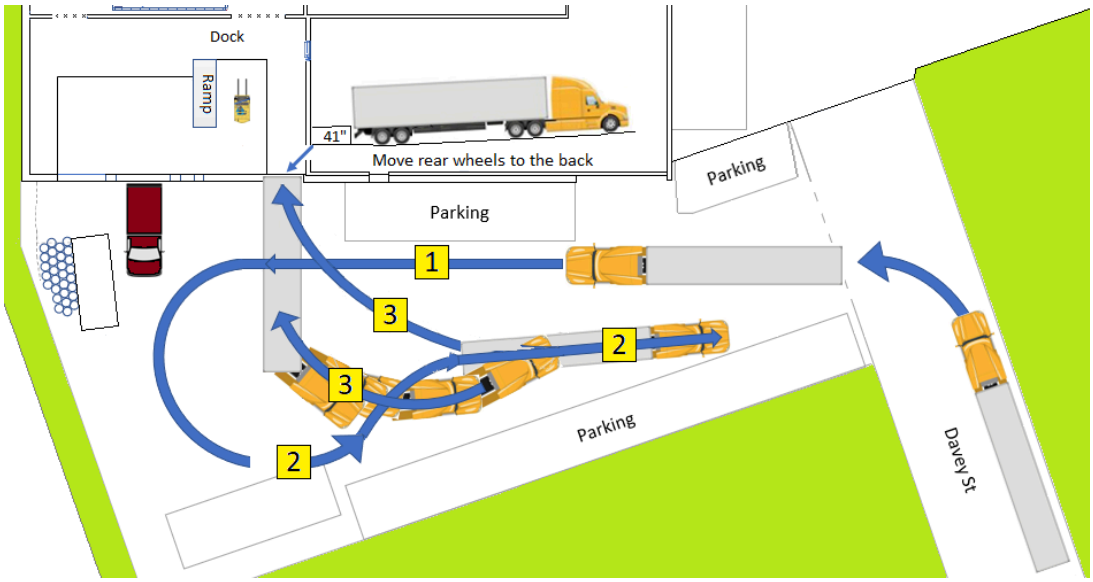
8) We encourage booking on Wednesdays and Thursdays. These are alternate side parking and cleaning days, which allows some flexibility, less parked cars and easier access. We encourage booking on these days. Mondays, Tuesdays and Fridays may be more challenging.

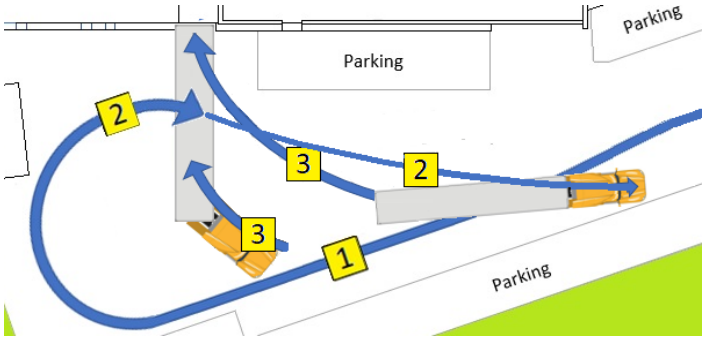
9) Due to the incline of our parking lot, 53-foot trailers that back up to our dock will typically land 6-12 inches too low unless they can move their wheels (tandem) halfway toward the back. **Trucks and trailers must be in good working order and able to adjust tandem to our dock. Trucks in poor condition may be refused.**

10) A driver's failure to arrive within the scheduled window may be refused.

11) TRUCKS MUST BE SEALED OR PADLOCKED.

12) Please follow the driving diagram below to enter our lot easily:




Alternate Clockwise turn approach

**IMPORTANT** :

**The Bill of Lading (BOL) must name the customer as the shipper, customer, delivery name, and/or consignee.**

OFI will not accept deliveries if the BOL names Organic Food Incubator as a responsible party. Shippers without paperwork or with incorrect BOLs will be refused.

**Trucks without seal or padlock will be refused.**

As always, OFI makes every effort to be as flexible as possible to avoid disrupting production. We ask our customers to do the same.

OFI Contact: 973-748-0111 Email: warehouse@organicfoodincubator.com