

VENDOR ROUTING GUIDE FOR THE DOUGLAS STEWART COMPANY

Effective August 29, 2022

These instructions supersede all other routing instructions and include facility addresses at:

The Douglas Stewart Company
3862 Galleon Run,
Madison, WI 53718

The Douglas Stewart Company
1355 Greg Street, Suite 105
Sparks, NV 89431

The Douglas Stewart Company
7245 16th St E
Unit 113
Sarasota, FL 34243

Freight terms are followed as specified within the established vendor contract.

When The Douglas Stewart Company pays transportation costs, third party billing should be routed as follows:

Shipments consisting of 1 – 15 cartons with a combined weight up to 230 pounds bill to our UPS account # 589885

- The Douglas Stewart Company PO must be referenced for tracking purposes

Shipments with 16 plus cartons or with a total weight of 230 pounds or more ship UPS Freight collect to The Douglas Stewart Company

- The Douglas Stewart Company PO must be referenced for tracking purposes
- The bill of lading should reflect the DSC PO#, carton count and weight

The Douglas Stewart Company always ships and receives by carton count – not by shipper load and count, skid count, or said to contain quantities.

If these instructions are not followed, it will result in a charge back for excess freight cost, refused shipments, or redelivery cost.

If you have questions or concerns about routing, please call Erik Krueger at 608-223-2340.