

STEIN FIBERS/SUN FIBERS SHIPPING INFORMATION

ITEMS NEEDED TO COMPLETE CARRIER/BROKER SET-UP

- Naming Stein fibers as a certificate holder on your certificate of insurance. Stein fibers, 4 Computer DR West Suite 200, Albany, NY 12205. Email a copy of the Insurance Certification and maintain updates accordingly.
 - Completed W9.
 - Completing the ACH Authorization form (Stein Fibers preferred method of paying for completed Loads.) Email completed ACH to richl@steinfibers.com and lori@steinfibers.com or fax to 518-489-5713.
 - MC#/ Authority,
 - Credit information and banking information.
- Stein fibers LTD and Sun Fibers have engaged in a partnership. Some loads shipping from Sun Fibers may be billed to Sun Fibers or they may be billed to Stein Fibers. The bill to will be stated on the confirmation sheet. Carriers/brokers will need to set up directly with Sun Fibers. Please reach liz@sunfibers.com or call 803-789-4162.
 - Broker/carrier credit applications will be completed and returned as soon as possible.
 - Brokers/ Carriers must have a minimum of \$1,000,000 liability and \$100,000 cargo insurance for each occurrence.
 - Payments can be made via email to: carrie@steinfibers.com for Stein Fiber billed loads. Stefanie Clinton (Stefanie.Clinton@sunfiberllc.com) for Sun fiber billed loads.
 - Payment inquiries can be made to the Albany corporate office, Carrie Padget, carrie@steinfibers.com, 518-489-5700 X 139. Stein Fibers, 4 Computer DR West STE 200, Albany, NY 12205. Sun Fiber Billed loads: Stefanie Clinton (Stefanie.Clinton@sunfiberllc.com) 803-789-0329 Sun Fibers, 1247 Frederic Dr, Richburg, SC 29729
 - All outbound loads are first come first serve basis (unless noted) and all inbounds are by appointment only.
 - A load confirmation will be sent via email for each individual load describing shipping dates, shipping warehouse addresses, consignee address, delivery date, delivery time and any other special instructions. If a delivery time is not stated on the confirmation the carrier/broker must arrange delivery time.
 - The signed load confirmation and the carrier's insurance certificate must be returned prior to the load being released.
 - All loads will load on clean, hole free, dry 53' van trailer (absolutely no reefers).
 - Expect all loads to weigh 44, 000- 44,500 lbs.
 - The correct Shipping order number for individual loads will be needed at the time of pick-up before the load will be released.
 - If a truck is running late and will need to ship 30 minutes prior to a warehouse closing time the driver's phone number will be required. (Or in the event a load may ship on a weekend).
 - Carrier assigned load falloffs are monitored closely, if a truck falls off please advise as soon as possible so that we may get the load recovered. Carriers/brokers that are frequent fall offs will not be used.



- Drop an hooks are currently available at our 5710 Old Concord Rd, Charlotte, NC facility, 117 Little John St Spartanburg, Facility and our 24476 Hwy 193 west Lafayette, GA facility.
- We offer overnight parking at most locations.

Stein Fiber Warehouses

FACILITY	ADDRESS	CITY/STATE	ZIP	PHONE	SHIPPING HOURS
ALBANY CORPORATE OFFICE	4 COMPUTER DR WEST STE 200	ALBANY, NY	12205	518-489-5700 FAX 518-489-5713	CORP OFFICE NO WAREHOUSE
STEIN FIBERS Royal	5710 OLD CONCORD RD	CHARLOTTE, NC	28213	704-599-2804	7AM-600PM
STEIN FIBERS Haverty	6000 OLD CONCORD RD	CHARLOTTE, NC	28213	704-599-3287	7AM-600PM
STEIN FIBERS TSW	4001 RALEIGH ST	CHARLOTTE, NC	28208	704-599-2804	800AM-500PM
SUN FIBERS	1247 FREDERIC DR	RICHBURG, SC	29729	803-789-4162	800AM-530PM
LINCOLN BONDED	1035 N. FLINT ST	LINCOLN, NC	28093	704-735-7494	
INNOVATIVE FIBERS	185 LITTLE JOHN ST	SPARTANBURG, SC	29301	864-595-8945	800AM-500PM
UNITED SYNTHETICS	24476 HWY 193 WEST	LAFAYETTE, GA	30728	706-638-8268	7AM-500PM
UNITED SYNTHETICS (CRUTCH)	1731 HILLSDALE RD	LAFAYETTE, GA	30728	706-638-8268	7AM-500PM
JOURNAL LOGISTICS	1242 SOUTH GREEN ST	TUPELO, MS	38804	662-678-1877	7AM-3PM CEN
CWC LOGISTICS	3402 MEYER RD	FORT WAYNE, IN	46803	800-397-7825	8AM-4PM
STEIN FIBERS	4430 SIMONTON RD	DALLAS, TX	75244	972-233-9991X100	8AM-3PM
NANYA PLASTICS	140 EAST BELEUAH RD	LAKE CITY, SC	29560	843-389-6930	7AM-3PM

