



STORE TO STORE TRANSFERS

1. All items transferred through our network (i.e. items that do not originate or terminate at 030) (e.g. Tires, Pipes, Totes, Boxes, Pallets of product) should have an **Internal Transfer Sheet** attached (see below), as well as an invoice. This sheet must be completely filled out in order to flow through the network.
2. Ideally use coloured paper for the transfer sheet to highlight it. (80+ Buckhorns of returns are received at #030 every day - unless products are clearly marked and segregated they can get misplaced or sent to the wrong location).
3. When shipping large quantities of totes, boxes or loose items use one invoice per tote/box/item, as well as attaching the internal transfer paper.
4. If the item is small, place in a large box or tote; this will reduce the chance of the item getting lost. If a number of totes are involved make sure the totes etc are labeled (e.g.) 1 of 3, 2 of 3, and 3 of 3.

INTERNAL TRANSFER

To STORE # _____

From STORE # _____

INV. / P.O. # _____

Description _____

(Tires, Pipe, Box, Tote, or Pallet)

_____ OF _____