

**IMPORTANT MEMO, PLEASE TAKE NOTE AND ADVISE ALL
YOUR EMPLOYEES AND YOUR BRANCH**

FOR EVENING SHIPPING ONLY / THIS DOES NOT APPLY TO EXPRESS ORDERS

For all orders **less than 25 line items** that are placed **after your regular order cut off time**, please use **shipping condition 01**, if you wish to receive the next day.

To summarize:

ORDER TYPE	BEFORE REGULAR CUT-OFF TIME	AFTER REGULAR CUT OFF TIME
REGULAR	SHIP. COND. : 04	SHIP. COND. : 04
REGULAR LESS THAN 25 LINE ITEMS (RUSH)	SHIP. COND. : 04	SHIP. COND. : 01 (FOR NEXT DAY)
EXPRESS ORDER	SHIP. COND. : 04	SHIP. COND. : 04

The goal is to avoid confusion between shipping your regular orders and your rush orders.

If you have any question about this, PLEASE, do not hesitate to contact your UNI –SELECT customer service representative.

Cut-Off Times:

REGULAR order (25 line-items and above): **Shipping Condition 04 before 1:00 p.m.**

RUSH order (less than 25 line-items): **Shipping Condition 01 before 4:30 p.m.**

EXPRESS order (less than 10 line-items): **Shipping Condition 04 before 5:30 p.m.**

Minimax Departure time:

At 6:30 p.m.

Benson Warehouse Arrival Time:

Approximately 8:30 p.m.