

**PUBLIC**

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## Domestic Inbound Routing Instructions

To our Valued Suppliers,

We have implemented an updated Inbound Freight Program. Below are the procedures that will need to be followed for all inbound and drop shipments in which Fathom Digital Manufacturing will be incurring the freight charges for both LTL and Small Package.

Failure to comply with this routing guide places full liability for loss and damage on the supplier.

- Use of any shipping method not specifically authorized will result in a chargeback to supplier for all transportation charges.

## Freight Booking Procedure – For shipments over 150 pounds we have implemented an online pickup form through our partner, eShipping.

1. Visit <http://pickups.eshipping.biz>
2. Complete the required fields and move on to Shipment Details.
  - a. Note: Be sure to enter Fathom as the Company To Bill for Shipment.
3. Complete the required fields and move on to Shipment Instructions.
4. Do not Request Insurance unless specified on our PO.
5. Please include the Fathom PO Number in the Reference Details section. Failure to do so may result in chargebacks if we cannot identify the shipment properly.
6. Once complete, click Process Shipment.
7. Our logistics partner will select a carrier, generate a BOL and provide shipping instructions directly to you after submission.

General Freight Guidelines:

- **You are required to use the Bill of Lading that our freight partner provides.** They will also provide the carrier name and contact the carrier for the pick-up.
- For assistance on expedited or unique shipments, please contact our Client Services Team at 866-890-3408 Option 2.
- For shipments over 5,000 pounds or over 12 feet of linear trailer floor, please contact Client Services directly for routing instructions.

## Small Package Shipments – For shipments under 150 pounds, please arrange shipment via UPS or FedEx as noted below.

As a rule, all shipments under 150 pounds should be shipped via FedEx or UPS and billed COLLECT on the account numbers referenced below depending on destination site. All shipments are to be shipped accordingly, Ground or Express as noted on the PO.

General Parcel Guidelines:

- Maximum weight per carton is 50 lbs.
- Maximum cubic inches per carton is 5,184.
- No package is to have declared value unless otherwise specified.
- Please enter Fathom's PO Number in the reference field for all shipments.

**Headquarters** // 1050 Walnut Ridge Dr. Hartland, WI 53029

**Offices** // Hartland, WI | Oakland, CA | Tempe, AZ | Denver, CO | Miami Lakes, FL | McHenry, IL  
Newark, NY | Ithaca, NY | Elk Grove, IL | Ham Lake, MN | Pflugerville, TX | Round Rock, TX | China

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### Fathom Locations

Hartland, WI 53029  
Oakland, CA 94607  
Round Rock, TX 78681  
Ham Lake, MN 55304  
Ithaca, NY 14850  
Pflugerville, TX 78660  
Denver, CO 80229  
Miami Lakes, FL 33014  
Tempe, AZ 85282  
Newark, NY 14513  
Elk Grove, IL 60007  
McHenry, IL 60051

### Shipping Account Number

Noted on PO or reach out to buyer  
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