

Specific Warehouse Services

A. Warehouse Client Set-up

All new warehouse clients are required to complete a warehouse service packet. Each client needs to be set-up into the PK warehouse system, be assigned a location(s) and select specific services to meet their needs. Warehouse set-up and Shipping set-up fees are not included in Basic Warehouse Service Fees.

• **Warehouse Set-up Fee:** \$100

- Wholesale warehouse & account set-up (excludes e-commerce but includes initial pallet transfer from PK production and put away fee)



B. Shipper Accounts Set-up

We recommend setting up three shippers, depending where the client is shipping product (For Example: FedEx, UPS, Common Carrier)

• **Shipper Set-up Fee:** \$100

• **Additional Shipper Set-up** (over first 3): \$25 ea.

• **Add on fees to coordinate with multiple shippers:** \$50/Service

(Example: ground orders & distributor orders are each separate)

• **Set-up with retailers for billing and receiving:** \$25 per retailer or distributor

(This applies when an client is involved in our "Retailers Piggy Back program")

Note: Each client is required to set up direct accounts in which PK can bill your shipping costs or the client will need to maintain a credit card on file for shipping fees. PK will assist you with this process.

C. Basic Warehouse Services

MINIMUM WAREHOUSE SERVICE FEE: \$200/month

1. Storage Fees

for warehousing inventory in a food safe environment - (these fees go towards your monthly minimum warehouse fee)

• **Pallet Location & Set-Up:** \$100 per SKU
- one sku per pallet & each new SKU requires a new location

• **Receiving new pallet from PK to Warehouse B:** \$25/pallet

• **Storage:** \$25 per location/month
- includes inventory control & coding

2. Handling Fees

PK charges a handling fee for all items carried in their distribution Warehouse – (these fees go towards your monthly minimum fee)

Note: General turn around time is five business days. However, seasonal conditions change timing. Please check with PK shipping coordinator to confirm our current turn-around times.

3. Order Processing

Clients receive their order from retailers and distributors. They then forward all orders to PK for fulfilment and PK creates a pick ticket.

• **Creation/handling of pick ticket:** \$2/order

4. Pick n' Pull Activities

Fees apply each time PK touches your inventory, prepares it for shipping, etc. (these fees go towards your monthly minimum fee)

• **Adding new items into system:** \$15/item

• **Pulling of Cases:** \$1.25/case

• **Pulling of Pallet:** \$5/pallet

• **Rush Fee:** \$10

• **Placement of marketing materials & invoices into shipment:** \$0.25/item/unit
- client provided material

5. Shipping Activities

PK handles your shipping & receiving from the initial order to the shipping process. Handling fees apply. - (these fees go towards your monthly minimum fee)

• **Outer Box & Wrap:** \$5/case

- includes cost of the box, fill & labor
- optional three pack gift box

• **Pallet Wrap:** \$15/pallet (8 cases or more)

• **Physical Pallet Fee:** \$6/pallet
- waived if included in PK pallet from production
- export pallets additional fee

• **Special Required Outer Box Labeling**

- Per Label Set-Up: \$2 plus \$.25/label
- Oversized Labels for Specific Retailers: \$5 plus \$.25/label

• **Apply Address/Shipping Label to Cases**

- One Side: \$1 plus \$.25/additional label

6. Inventory Control

Shipping paper-flow and informing our clients of what/when product has shipped. Specific fees apply - (these fees go towards the clients monthly minimum fee)

• **Generate packing slip & attach to shipment:** \$0.50/shipment

• **Accounting, inventory control, reconciliation performed monthly:** \$25/month

• **Additional reports:** pricing upon request

D. E-Commerce Services

Please contact us for information about e-commerce fulfillment.

E. Additional Terms & Conditions

• All Agreements are for a 6 month period

• Cancellation of services requires a 60-day notice in writing by either party

• Billing is payable in advance, billed monthly and payable by the 15th of each month for the following months services

• PURVEYORS KITCHEN can suspend service to any client that is 45 days past due on any service fees