Dunnage Return

January 2016

Please review this procedure for returning a load of Ball dunnage/packaging material.

- Fill out the Dunnage Return Form (page 2) and email the completed form to Annette Clemens at Cask.
- Make sure you list each type of packaging material and the quantity of each that you are returning.
- Send a copy of your form with the shipment.
- Contact Cask if you do not know your Ball “Ship to/Customer Number”.
- If the completed form is not emailed back to Cask, your credit cannot be processed.
- You are responsible to pay for the freight costs to ship the dunnage back to the plant.
- When you are ready to arrange for a return load, the Return Locations Document has updated addresses and contact info. Contact Cask if you require an updated Return Locations listing.
- **Eastern Canada Customers** be advised there is now only 1 return location, as listed on the Return Locations Document.
- **Western Canada Customers** return to Stryder Warehouse as listed below:

  Stryder Warehouse  
  1005 Derwent Way  
  Annacis Island, Delta  
  Shawn Sharma ss Sharma@go-stryder.com, Tel: 604.617.6856  
  Docking bays are in the back of the warehouse. ETA MUST BE PROVIDED  
  Monday to Friday 8 am-4 pm

The inspection on dunnage returns has become much more rigorous. Careful handling of the packaging material is a must in order to guarantee your deposit refunds. Materials returned dirty or damaged will be subject to either a cleaning charge or no refund at all. Acceptability is at the discretion of the receiving facility. Please review the attached poster for dunnage packaging expectations (page 3).

It is also important that you store your Ball packaging materials in a safe, secure and clean environment (not in an uncovered or outdoor area). Dunnage must be clean and free of debris in order to receive the credit.

Thank you for sharing this information with the necessary staff within your establishment.

Please do not hesitate to contact me if you have any questions or concerns.

Annette Clemens  
Account Manager
Ball Metal Container Dunnage Return Form

Date: ________________________

Company Name  CASK/__________________________________________________________

Ship to/Customer Number ______________________

Company/Location Address __________________________________________________________

_______________________________________________________________________________________

Contact Person: _________________________________________________________________

Contact Phone: ________________________________

Contact E-Mail: ________________________________________________________________

Shipment Info:

Bill of Lading/Shipement Number: _________________________________________________

Ball Dunnage Materials Included in the Shipment:

What Ball location is your Dunnage return going to? __________________________________

Ball Pallets: ________________

Ball Top Frames: ________________

Ball Tier Sheets: ________________

Ball End Pallets: ________________

Comments: ________________________________________________________________

_______________________________________________________________________________________

PLEASE E-MAIL YOUR COMPLETED FORM TO:

annette.clemens@cask.com
Packaging Materials Returns

Acceptable
Sheets Secured – Placed
Under at Least 5 Pallets
or Equal Height of Top Frames

Unacceptable
Sheets Unsecured –
Results in Sheet Damage
and Unsafe Unloading Conditions

Ideal Packaging Return Trailer Layout

Top View

<table>
<thead>
<tr>
<th>Nose</th>
<th>Pallets</th>
<th>Frames &amp; Sheets</th>
<th>Pallets</th>
<th>Frames &amp; Sheets</th>
<th>Pallets</th>
<th>Frames &amp; Sheets</th>
<th>Pallets</th>
<th>Frames &amp; Sheets</th>
<th>Pallets</th>
<th>Frames &amp; Sheets</th>
<th>Rear</th>
</tr>
</thead>
</table>

Chipboard

Side View

“Chipboard” refers to any style of Separator Sheet

**Sheets are Secured by Straps, Stretch Wrap or Contained by the Chipboard Box**