



January 29th, 2025

Dear Valued Customer,

We are writing to inform you of an important update to your Purchase Order submissions. This change, when requesting shipments via collect, aims to streamline our order processing procedures.

New Requirement Details

Effective immediately, all Purchase Orders (PO's) must include:

- Complete carrier collect account information (Account # must be on PO)
- Accurate billing contact details (i.e. 3rd party or identify owner of carrier account # listed)

Why This Change?

This requirement will:

- Expedite order processing
- Reduce order delays
- Ensure accurate billing
- Minimize administrative follow-up

How You Can Assist

1. Review your current PO template
2. Verify all account information is current
3. Ensure all required fields are populated before submission

Shipping Prepay & Add Using FedEx Ground

We are pleased to offer the option to ship prepay & add using FedEx Ground. To utilize this service, please ensure that your PO includes the following:

- Indicate "Prepay & Add" for Shipping
- Include any special instructions or requirements for the shipment

By providing this information, we can ensure that your orders are processed efficiently and shipped according to your preferences.

Important Note: Purchase orders with missing collect/third-party account numbers may be delayed.

If you have any questions, please reach out to our team via the [contact form](#) or via phone at **800.726.9800**.

Sincerely,

Merit Brass Company

