

# VERSETTA STONE®

## SHIPPING & HANDLING GUIDELINES

### VERSETTA STONE HANDLING GUIDELINES

This document captures recommended guidelines for loading, unloading and stacking pallets of Versetta Stone.

In all loading scenarios, the panels must be oriented parallel to the direction of the trailer. This is the safest/most secure orientation for the packaging and the product.

Incorrect orientation of the pallet could result in damage to the product and potential for load to shift during transportation.

### LOADING AND SHIPPING

Versetta Stone can be loaded onto all types of trailers such as vans, flatbeds and curtain sides. To ensure that the package and product arrives without damage from transportation, these guidelines have been developed.



Additional instructions are printed onto the package stating the correct orientation of the package to the forklift.



Double stacking of the pallets is acceptable if each pallet is placed directly on top of the pallet below and the previously noted guidelines are followed.



**Prior to securing the load to the trailer a double 2x4 must be nailed to the top layer of pallets.**

This serves two functions:

- It ties the pallets together to minimize racking during hard stops.
- It helps protect the product and packaging from being crushed by the strapping.

When locating the strapping it is critical to position the strapping toward the edge of the pallets, NOT in the middle of the pallet. Positioning the straps at these locations holds the pallet more securely and protects the product.



DO NOT position the straps over the center of the package without double 2x4 being secured to the package. Positioning the straps in this location will cause damage to the product and and potential for the load to shift during transportation.



Care must be taken when removing Versetta packages from the trailer. Do not pull the pallets out without first loosening the 2"x4" board. Lift the top pallet straight up to loosen and remove the 2x4's. **Take caution with this board once it is loose.**



## STACKING AND INVENTORYING

Please keep in mind that these are recommended guidelines and that actual practice will depend on many factors including the location of the stack (quality of the floor surface, indoors/outdoors, subject to wind conditions, risk of movement or impact), condition of the packaging, etc. which must be determined by the user at the time of stacking the product. **Please understand that the stacking of any product carries inherent danger which must be assessed and accounted for by the user when electing to stack a product.** If you have any questions or do not understand any part of these guidelines, please contact your Territory Manager (TM) or a Customer Service Representative (CSR).



The following guidelines and recommendations apply to Versetta Stone packaging:

- **Always use a flat, smooth surface to stack Versetta Stone packaging.**
- When stacking a pallet on top of another pallet, ensure that you align the pallet that you are stacking with the top board of the bottom pallet.
- When stacking a pallet on top of another pallet, make sure that the corners of the top pallet are aligned with the corners of the bottom pallet, so the top pallet is resting on each of the corner posts of the bottom pallet.
- Do not stack a pallet if there are any missing top boards, broken top boards, or the package in any way appears to be unstable or in poor condition. Replace missing or broken boards before stacking.
- When storing multiple stacks, make sure the back of the pallet is aligned and pushed tightly against the back stack.
- Based on the weight of the material, **it is strongly recommended that Versetta Stone is stacked two (2) pallets high, and shall never exceed three (3) pallets maximum.**
- **WARNING – Failure to follow these steps increases the likelihood that a stack may lose stability and cause the stack to tip over which could cause personal injury or death. There is also the potential to damage the product on the lower pallets.**



# INDIVIDUAL HANDLING GUIDELINES

Always transport and store Versetta Stone flats and trim in the vertical orientation, and ensure that both foam end caps from each sub-pack are securely supported on the pallet.



Ensure the product is securely fastened to the pallet. If banding is used do not apply pressure to the nail strip or the product. Do not stack other heavy materials on top of the product.



Do not lay assemblies in the horizontal position, damage can occur.

