



To Our Valued Customer:

Re: Garment Deliveries to Melmarc

Due to the volume of goods received at Melmarc the following guidelines are needed to best serve you.

Melmarc has two facilities located at:

**Garment Warehouse Location**

16350 Gothard Street, Suite 102  
Huntington Beach, CA 92647

**Manufacturing Facility and Corporate Office**

4040 West Carriage Drive  
Santa Ana, CA 92704

Our receiving hours are Monday through Friday 8:00am to 3:30pm. All shipments of 100+ cartons must be pre-scheduled at least 24 hours in advance. Please have your freight forwarder call or fax the information to:

Melmarc Receiving Dept  
Tel# (714) 549-2170 ext 1311  
Fax# (714) 847-5106

If the shipment is NOT scheduled, the unloading may be delayed by pre-scheduled deliveries. All scheduled deliveries take priority regardless of which truck arrives first. Un-scheduled shipments of 100+ cartons will NOT be accepted after 2:00pm.

Shipments must be accompanied with a Packing List or Shipping Manifest. Also, each carton must be labeled with contents, including size and color. If either of the above is not included, we will physically count the goods delivered. This may delay production for up to three additional days. There may also be a handling charge to count and verify your merchandise that is delivered.

We do not accept Freight Collect shipments. If a shipment arrives Freight Collect, we will attempt to contact you. If we cannot contact you, the shipment will not be accepted. Please make sure you notify your supplier to bill your company (NOT Melmarc) for freight.

If you have any questions or concerns, please contact me at (714) 549-2107 ext. 1320 or (714) 460-6620.

Thank you for your cooperation.

Sincerely,

Miguel Delgado  
Warehouse Manager