



**March 31, 2026**

Please use the following routing guidelines when shipping material to GMI, LLC. for any freight not agreed to as DAP Hornell, NY.

- Less than 75 lbs.: UPS ground GMI account 413WF3. Notifications to be sent to [tcharles@irwincar.com](mailto:tcharles@irwincar.com)
- Less Than Truckload (LTL): Attached template to be emailed to [tcharles@irwincar.com](mailto:tcharles@irwincar.com). **Shipment will be arranged and BOL generated.**
- International shipments contact [tcharles@irwincar.com](mailto:tcharles@irwincar.com)
- All air/premium shipments must be pre-approved by GMI.
- GMI will not pay handling charges not authorized or approved at the time of the purchase order. All Invoices for prepaid freight must include a copy of the carrier's invoice or for UPS, the number of packages, weight per package, your shipper number and zip code material was shipped from.
- Costs incurred by GMI, because of failure to comply with these instructions, will be back charged to your company.

Sincerely,

A handwritten signature in black ink that reads "Tammy Charles". The signature is written in a cursive style and is positioned above the typed name and contact information.

Tammy Charles  
Materials Manager  
607-873-6152  
Email: [tcharles@irwincar.com](mailto:tcharles@irwincar.com)  
6258 Icehouse Road  
Hornell, NY 14843



Please send all shipment requests to: [tcharles@irwincar.com](mailto:tcharles@irwincar.com)

Shipper/Pick Up Information:

- Shipper Company name:
- Shipper Address:
- Shipper Contact and phone number:
- Shipping hours:

Receiver/Destination Information:

- Receiver Company Name: GMI, LLC
- Receiver Address: 6258 Icehouse Road, Hornell, NY 14843
- Receiver Contact and Number: Tammy Charles 607-281-1325
- Receiving Hours: Monday – Thursday 7 am est to 2:30 pm est; Friday 7 am est to 9:30 est
- GMI PO number:

Freight Specifications:

- Description of items being shipped:
- Pallet count (how many pallets are being shipped?):
- Pallet Dimensions (L x WxH in inches):
- Total weight of the shipment:
- Any additional services needed: (Please circle any required)
  - Pick up and/or delivery liftgate
  - Delivery appointment
  - Limited access pick up and/or delivery
  - Residential pick up and/or delivery

Additional Notes: