

PREPARATION AND DISTRIBUTION OF BILLS OF LADING

<u>CONTENTS</u>	<u>PAGE</u>
1. GENERAL.....	2
2. RESPONSIBILITIES.....	3
3. GLOSSARY.....	4
4. PREPARATION OF BILL OF LADING.....	6
5. DISTRIBUTION OF BILL OF LADING.....	12
6. MISCELLANEOUS.....	13
A. SECTION 7.....	13
B. HAZARDOUS MATERIALS.....	14
7. STOP-OFFS.....	15

EXHIBITS

1	SW6152 - STRAIGHT BILL OF LADING.....	18
2	PICK-TICKET AS SHIPPING PAPER.....	19
3	MASTER BILL OF LADING.....	20
4	STOP-OFF BILL OF LADING.....	21

PROPRIETARY
Not for use or disclosure outside Southwestern Bell
Telephone Company except under written agreement.

1. GENERAL

- 1.01 This section provides instructions in the preparation and distribution of the company's bill of lading. The bill of lading is required when Southwestern Bell Telephone Company (SWBT) personnel have a need to ship material either by common carrier or via company vehicle.
- 1.02 This section is reissued to include the revision of the Form SW6152 (Straight Bill of Lading - Short Form). Form SW6152 has been changed to comply with the Hazardous Material Regulations, Docket HM-181 which must be implemented on or before October 1, 1993. This section also addresses the various shipping papers used by SWBT when transporting hazardous materials. The reason(s) for any subsequent revision will be cited in this section.
- 1.03 Form SW6152, Straight Bill of Lading (See Exhibit 1), is the form developed for use by all Southwestern Bell Telephone Company locations for shipments of material to any destination. When hazardous materials regulated by the Department of Transportation (DOT) are shipped from Telephone Company Store (TCS) Rooms or Remote Distribution Points (RDPs), the Pick-Ticket (FASW 6479) is used as a shipping paper.
- 1.04 The bill of lading can be defined as a transportation contract that sets forth terms and conditions of the shipment. The bill of lading also serves as a receipt for the goods to be transported and as documentation of the party entitled to delivery.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- 1.05 Transportation charges are based upon approved freight rates as broken down in specific categories or "classification" of material. The classification and the freight rate are determined by the carrier from the description of the articles shown on the bill of lading. Therefore, articles should be listed properly on the bill of lading in order to come under the correct freight classification. By using the correct classification, the company benefits by receiving the most favorable rate or lowest transportation charges.
- 1.06 Shipments should not be broken down into numerous small cartons in an effort to obtain a lower rate classification since the cost of such packing might easily exceed any savings from the lower transportation rate. For example, telephone and switchboard parts, substation protectors, and numerous miscellaneous items possibly of a lower classification rate may be classified as telephone parts. However, caution should be used to provide adequate protection for items mixed in packaging since damages could result.

2. RESPONSIBILITIES

- 2.01 Materials Distribution Center (MDC) - The MDC is responsible for issuing bills of lading in an accurate manner when shipping: material, cable, or plug-in units (PICS). When a bill of lading is issued by the MDC, the proper prefix (Letter "L" for Lancaster followed by the material type) must be used in front of the bill of lading number. For example, for Lancaster material, "LM" must be entered before the bill of lading number; for PICS, "LP" must be entered before the bill of lading number; and for cable "LC" must be entered. An "A" prefix must be used before the bill of lading number when the shipment originates from a location other than the MDC.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- 2.02 Users - Individuals transporting material should coordinate with the Transportation Control Center (TCC) of the Procurement Logistics organization. The number for the TCC has been preprinted on the face of the bill of lading. Bills of lading should be completed properly and accurately. All users are required to include the proper accounting information as well as the contact telephone number of the originator of the bill of lading.
- 2.03 Telephone Company Store Rooms (TCSs) and Remote Distribution Points (RDPs) shall use an FASW 6479 (Pick-Ticket) as a shipping paper when shipping hazardous materials as a part of continuous movement from the MDC. SWBT personnel are also subject to the Hazardous Material Regulations within Title 49 Code of Federal Regulations (CFR). Information about complying with 49 CFR can be found in Operating Practice No. 28, Review Package C.

3. GLOSSARY

3.01 The following are definitions of the more common terms used in connection with freight shipments:

- (a) Agent - One who transacts business for the carrier.
- (b) Bill of Lading - A statement of articles to be shipped. When signed by the agent it becomes a receipt. When properly executed (signed by both carrier and shipper), it is a contract binding the carrier to perform the stipulated transportation services; and as a contract, it is subject to published charges and establishes the carrier's liability.
- (c) Carrier (Common Carrier) - An individual, partnership, or corporation engaged in the business of transporting goods.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- (d) Consignee - One to whom articles are shipped.
- (e) Consignor - The person by whom articles are shipped.
- (f) Freight Bill - An itemized statement of indebtedness issued by the carrier for articles hauled.
- (g) Freight Charges - Compensation for transporting articles in a shipment.
- (h) Freight Rate - Cost or charge per unit or article.
- (i) ITIMS - Integrated Transportation Information Management System. Mechanized system used by Logistics to pay freight bills, assist in routing, and also used to provide information to help optimize transportation services.
- (j) L.T.L. - Less-than-truckload.
- (k) N.O.I.B.N. - Not otherwise indexed by name (in National Motor Freight Classification).
- (l) N.O.S. - Not otherwise specified.
- (m) Padded - Protection of material during shipment. Includes blanket, pad or corrugated paperboard.
- (n) Rate - Transportation cost or charge per unit or article.
- (o) Shipper - One who ships; in this case, Southwestern Bell Telephone Company.
- (p) S.U. - Set Up.
- (q) Transportation Control Center (TCC) - The TCC is an organization within Procurement Logistics which is a single point of contact for any transportation services required. The TCC may be contacted by calling 314 235-4578.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- (r) Truckload - Quantity of freight that will fill a truck. Also, the quantity of freight weighing the maximum legal amount for a particular type of truck. When used in connection with freight rates, the quantity of freight necessary to qualify a shipment for a truckload rate. The I.C.C. considers any shipment of 10,000 pounds or over as a truckload for statistical purposes.

4. PREPARATION OF BILL OF LADING

4.01 A bill of lading is an important document covering a shipping transaction. The SWBT employee making the shipment shall be responsible for the proper preparation of the form. The Interstate Commerce Act states that it is the carrier's legal duty to issue the bill of lading. SWBT is a private carrier, but also uses common carriers. Since typically we know what the shipment consists of, it is to the company's advantage to complete the SW6152. Also, when regulated hazardous materials are being offered for transport, it is always the shipper's responsibility to complete shipping papers.

4.02 Generally, it is necessary for the carrier to transcribe on its billing papers all of the data placed on the bill of lading by the shipper. For this reason, the preparation of the bill of lading shall be given careful attention, since correct, sufficient and legible information on the bill of lading will result in prompt delivery and proper rates. An illegible or incomplete bill of lading often results in over and under charges, claims, and inconvenience.

NOTE: Tracing for lost shipments or articles is costly. Tracing can be minimized or avoided by a proper bill of lading, proper shipping tags or labels, and by proper packing.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- 4.03 The following provides information which can be helpful in completing the Bill of Lading (SW6152). This information includes two columns titled: "Field or Section" (title of the section that requires completion), and a "Data to Enter" column which explains the information to be entered on the bill of lading. (NOTE: The numbers associated with the fields following also appear on Exhibit 1 to clarify the display of the SW6152.)

<u>FIELD OR SECTION</u>	<u>DATA TO ENTER</u>
(1) NAME OF CARRIER	Show name of carrier to be used for the shipment.
(2) CARRIER'S NO.	To be filled in by carrier's agent.
(3) WRITE IN: (PREFIX TO BILL OF LADING NUMBER)	Must be inserted manually. Show "LM" for Lancaster material; "LC" for Lancaster cable; "LP" for Lancaster PICS; and "A" for shipments from locations other than the MDC.
(4) DATE	The date to be entered must be the exact date the shipment is receipted for by the carrier or carrier's agent.
(5) CONSIGNED TO	Show company name and street address material is being shipped to.
(6) DESTINATION CITY	Show city, state and zip code of the location where the material is being shipped. Show the county if needed to ensure clarity of destination.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- (7) SHIPPER Show shipper's company name (SWBT has been preprinted for you), city, state, and zip code.
- (8) ROUTE This may be left blank unless there is a reason for having the shipment follow a specific route (e.g., Stop-Offs). The carrier frequently uses this space on his copy when two or more carriers are involved.
- (9) VEHICLE INITIALS/NO Used by some carriers. Typically used for full truckloads on rail shipments.
- (10) SEAL NO. When seals are used show serial number.
- (11) TCC TICKET NO. Ticket number assigned by the Transportation Control Center via the Integrated Transportation Information Management System (ITIMS). The TCC instructs users to write the number on the bill of lading. Used for verification of extra charges.
- (12) MAIL FREIGHT BILLS TO: ALL freight bills will be paid by SWBT FREIGHT BILL PAYMENT group. No entry needed.
- (13) RCO Responsibility Code Originating. Enter the responsibility code of the organization originating the shipment. (ENTER 9 CHARACTERS.)

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- | | |
|--|---|
| (21) NO. PKGS. | Show the quantity of packages. |
| (22) *HM | Hazardous Material. Enter an "X" if regulated hazardous materials are being shipped. Regulated hazardous products normally shipped by SWBT have been preprinted in the Description section. (Pick-Tickets provide information about regulated materials). |
| (23) KIND OF PKG. | Show the kind of "package" such as bag, barrel, bundle, carton, coil, keg, reel, pieces, or pallets. |
| (24) DESCRIPTION OF ARTICLE | If the description of the article is not preprinted on the SW6152, enter the proper freight class description on the blank line provided. Use the Procurement Catalog description or the commonly used name of the article. |
| (25) WEIGHT | Enter on the associated line the total weight for that particular article. |
| (26) REQUISITION NOS: | Enter any applicable requisition numbers. |
| (27) SPECIAL INSTRUCTIONS FOR CARRIER: | Enter any instructions for the carrier in this space. |
| (28) TOTAL PIECES | MUST enter the total of all pieces (or pallets) shipped. |

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- (29) TOTAL WEIGHT MUST ENTER total cumulative weight, if known or a guess if not known, of all items shipped.
- (30) SECTION 7 Originator of the shipment must enter "SWBT" or sign if the shipment is sent collect. This prevents SWBT from being liable for charges incurred by the carrier's agent during shipment.
- (31) FREIGHT CHARGES: Shipper must designate if shipment is to be prepaid or collect. IF COLLECT, WRITE "SWBT" OR SIGN SECTION 7. NOTE: Shipments from SWBT to SWBT locations are Prepaid.
- (32) FREIGHT TERMS: No entry required. Statement that freight terms are FOB origin unless stated otherwise. Helps in processing claims returned to vendor.
- (33) HAZARDOUS If HAZARDOUS MATERIAL has been noted on bill of lading by an "X", indicate "yes" or "no" as to whether or not the carrier has a copy of the Emergency Response Guidebook. Initial if placards were offered. Indicate "yes" or "no" if placards were accepted. (Placards only required if the HAZMAT weighs over 1,000 lbs).

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

(34) SOUTHWESTERN BELL
TELEPHONE CO. SHIPPER

Enter the address of the location from which the shipment was made. The person making the shipment must sign his name for the Company as shipper. ENTER AREA CODE AND TELEPHONE NUMBER OF SHIPPER.

(35) CARRIER AGENT

The agent must sign his name legibly, indicate his company name, and enter the date. An executed bill of lading (or express receipt) is the receipt for the Company's property delivered to the carrier.

4.04 Changes made on the bill of lading must be made on the original bill of lading and must be initialed or signed by the carrier or the carrier's agent. Unless this is done, the changes to the bill of lading become void and the bill of lading is only enforceable according to its original terms.

5. DISTRIBUTION OF BILL OF LADING

5.01 Copies of the bill of lading shall be distributed as follows:

- (a) The original copy, after the items have been receipted for by the carrier's agent and signed by the shipper, should be retained by the shipper for a period of four years.
- (b) The duplicate or second copy, also carrying the signatures of both shipper and agent, shall be given to the carrier's agent as the shipping order.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- (c) The triplicate or third copy shall also be given to the carrier's agent as a copy to be attached to carrier's freight bill when submitted for payment.
- (d) The fourth copy shall be forwarded to:

Freight Bill Payment Center
500 N. Broadway
Room 800
St. Louis, Missouri, 63102.

6. MISCELLANEOUS

SECTION 7

- 6.01 The Section 7 clause within the bill of lading is actually the "No-recourse" clause. When SWBT ships collect and Section 7 is not signed, it is like giving the carrier a blank check. For example, let's say that Carrier A (Who is under contract with SWBT) subcontracts the transportation arrangements to Carrier B. And let's also say that SWBT has already paid Carrier A for the transportation services. In the meantime, Carrier A files for bankruptcy. Carrier B bills Carrier A, but cannot collect. Then Carrier B, with knowledge that SWBT doesn't execute Section 7, invoices SWBT for the transportation charges and can collect them. As a result, the company will have to pay twice for the same transportation services. It is therefore mandatory that this section be signed on all collect shipments by the company.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

HAZARDOUS MATERIALS

- 6.02 When hazardous materials are selected for shipment from the Materials Distribution Center (MDC), SWIMS (Southwestern Inventory Management System) will place a hazardous indicator on the Pick-Ticket. The Pick-Ticket (See Exhibit 2) is used by supplies attendants to select material for shipments to users. The indicator is used to indicate which material is regulated by the Department of Transportation (DOT) during transport and alerts SWBT personnel that safe handling is required for that material. Frequently shipped regulated hazardous materials have been preprinted within the "Description of Article" section of the bill of lading. If a hazardous material is being shipped and the proper shipping name of that product has not been preprinted on the bill of lading or does not appear on the Pick-Ticket, the proper shipping name must be hand written on the form being used.
- 6.03 An emergency response number (24 hour toll-free) has been preprinted on the bill of lading and also on the face of the Pick-Ticket. When that number is called by the driver, highway patrol, etc., during an emergency, the vendor contacted will provide:
- (1) Initial response information concerning SWBT's products that may be involved in a transportation emergency; and
 - (2) Also notify SWBT of any incident involving those products so the company can provide follow-up information and assistance. The vendor will call the TCC if the emergency is during working hours. If the emergency is after working hours, the vendor will call the appropriate Manager-Removal Operations having responsibilities in the state where the emergency occurred. The Manager-Removal Operations contacted will be responsible for handling the emergency.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- 6.04 When HAZMAT is shipped from TCSs and RDPs, SWIMS has been enhanced to include the following information on the Pick-Ticket:
- (a) HAZMAT Indicator;
 - (b) Proper Shipping Name (When required);
 - (c) Packaging Requirements;
 - (d) Marking Requirements;
 - (e) Labelling Requirements;
 - (f) Placarding Requirements; and
 - (h) Emergency Response Guide Book Number.
- 6.05 When a HAZMAT is shipped from a TCS, the Pick-Ticket is used as the shipping paper. When regulated HAZMAT is shipped from a TCS or RDP, the Certification (preprinted on the Pick-Ticket) must be signed by the shipper.

7.0 STOP-OFFS

- 7.01 A Stop-Off is a stop in transit by a carrier at a location other than the destination point to unload material. Southwestern Bell Telephone Company takes advantage of transportation costs by consigning shipments to a final destination and arranging for Stop-Offs and unloading material along the route. Stop-Offs allow SWBT to obtain favorable truckload volume rates instead of higher less-than-truckload (LTL) or minimum charge rates.
- 7.02 Stop-Offs shall be made by the carrier when multiple destinations are indicated on the Master Bill of Lading. The Master Bill of Lading (See Exhibit 3) is the first original bill of lading when the shipment includes a Stop-Off or more than one bill of lading. The Master Bill of Lading includes the point of origination of the shipment and the final destination. When a Master Bill of Lading is used, all subsequent bills of lading designated for Stop-Offs will have the same number as the Master Bill of Lading.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

7.03 The following are an indication of a Master Bill of Lading:

- (a) The wording, "Stop-Off" followed by a location written or typed in the "County" space of the "DESTINATION CITY" section of the bill of lading;
- (b) The various locations (Stop-Offs) are recorded on the Master Bill of Lading as the sequence of stops in transit within the "ROUTE" section of the bill of lading; or
- (c) Associated bills of lading attached to the original bill bear the same number, and continuous pages (e.g., Page 1 of 3, Page 2 of 3, etc.) are indicated on each separate bill of lading.

7.04 When Stop-Offs are required, each Stop-Off is individually shown on a separate bill of lading (See Exhibit 4). Following is the information required on Stop-Off bills of lading which are associated with a Master Bill of Lading.

- (a) The bill of lading number (including the prefix) of the Master Bill of Lading should be written in the space provided for the carrier's number. The preprinted number shown on the Stop-Off bill of lading should be crossed-out by drawing a line through it.
- (b) The Master Bill of Lading and each Stop-Off bill of lading should be numbered as continuous pages (e.g., Page 1 of 3, Page 2 of 3, etc.). The continuous page notation should be hand-written or typed on the space above the bill of lading number.
- (c) Each Stop-Off bill of lading must show "Stop-Off" in the "County" space of the "Destination City" section of the bill of lading.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

- (d) On the Stop-Off bill of lading the location of the shipper (original point, address/city/state & zip) and the destination (address/city/state & zip) of the Stop-Off are shown.
- (e) The Stop-Off bill of lading should also include: a new seal number, Account Code, Location code, Responsibility Code, Hazardous Materials (if any), number of pallets, and total weight. Also any special instructions if required and how Freight Charges are to be handled.
- (f) Each Stop-Off bill of lading is cut-off after the "Certification" line which is just above the signature section of the bill of lading. The certification reads as follows:

"* This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to applicable regulations of the Department of Transportation."
- (g) The Stop-Off bills of lading and Master Bill of Lading should be separated after the carrier and shipper have affixed their signatures to the Master Bill of Lading.
- (h) After being signed, the separated Stop-Off bills of lading should be attached to the corresponding copy of the Master Bill of Lading and distributed in accordance with normal bill of lading distribution.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell
Telephone Company except under written agreement.

EXHIBIT 1
SW6152 - STRAIGHT BILL OF LADING

Southwestern Bell Telephone
STRAIGHT BILL OF LADING — SHORT FORM — ORIGINAL — Not Negotiable
SW744-001-901 RECEIVED subject to the classifications and tariffs in effect on the date of this Bill of Lading.

NAME OF CARRIER (1) CARRIER'S NO. (2) WRITE IN UP: RICE (3) SHIPPER'S NO. DATE (4)
504020

CONSIGNEE TO (5) STREET ADDRESS

ATTN: (5) DESTINATION CITY (6) STATE ZIP COUNTY

SHIPPER (7) SOUTHWESTERN BELL TELEPHONE CO. STREET ADDRESS ORIGIN CITY STATE ZIP COUNTY

ROUTE (8)

VEHICLE INITIALS (9) NO. SEAL NO. (10) TCC TICKET NO. (11)

MAIL FREIGHT BILLS TO: SOUTHWESTERN BELL TELEPHONE CO., FREIGHT BILL PAYMENT, P.O. BOX 66756, ST. LOUIS, MO 63166-6756

TO CONTACT THE TRANSPORTATION CONTROL CENTER (TCC): TELEPHONE # (314) 235-4578

FUNCTION OR ACCOUNT CODE (13) RAIN NO. (19) SVAPP NO. (20)

Adhesives, 3, UN1133, PGM	
Aerosol, Flammable, 2.1, UN1950 (2)	
Aerosol, Non-Flammable, 2.2, UN1950	
Chlorofluoromethane, 2.2, UN1018	
Combustible Liquid, N.O.S., (d-Limonene), NA1993, PGM	
Combustible Liquid, N.O.S., (Mineral Spirits), NA1993, PGM	
Compressed Gas, N.O.S., (Natural Gas), 2.2, UN1898	
Flammable Liquid, N.O.S., (Methyl Ethyl Ketone), 3, UN1993, PGM	
Liquefied Petroleum Gas, 2.1, UN1075 (2)	
Napthen, 3, UN1256, PGM	
Batteries, Wet Filled With Acid, 8, UN2794, PGM	
Batteries, Wet Filled With Alkali, 8, UN2795, PGM	
BOLS, BOXES PCS, Machines, Systems or Devices, Electronic Telephone Switching Systems or Parts Thereof RYNDI \$5.00 Per Pound	
CABLE, Electric, Copper, NCI	
MISCELLANEOUS Telephone Equipment Per Item 7008	

REGISTRATION NO. (26)

SPECIAL INSTRUCTIONS FOR CARRIER: (27)

TOTAL PIECES (28) TOTAL WEIGHT (29)

SECTION 7 (30) HAZARDOUS (33)

SHIPPER'S SIGNATURE (34) CARRIER'S SIGNATURE (35)

Tel. No. [] [] [] - [] [] [] - [] [] []

RETENTION PERIOD - 4 YEARS. RETAINED BY ORIGINATOR. OFFICIAL FILE COPY IF RED. RETENTION.

PROPRIETARY
Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

**EXHIBIT 2
FASW 6479 - PICK-TICKET**

		WAREHOUSE SUPPORT Official File Copy, If Red, Retention _____										TICKET NUMBER SHIP FROM DATE SEQ																	
		M E S S A G E S										PAGE OF PAGES																	
RETENTION PERIOD: _____												TEXT OF TICKETS																	
										SHIP VIA _____										TRANSPORTATION INFO									
F.I.C. CODE _____																				SHIPPED VIA _____									
										EMERGENCY RESPONSE (HAZARDOUS EMERGENCIES ONLY) 1-800-424-8000 (AVAILABLE 24 HOURS DAILY)										DATE _____									
REQUESTOR AUTH MU AAC GEO. LOC. R.C.O. DATE CREATED																				SHIPPING RECEIPT NO. _____									
										D ZONE ALT. GEO. R.C.C. EST. C.W.O.K.C. C.P.R. CODE										TRANSPORTATION CHARGES _____									
THIS IS TO CERTIFY THAT THE MATERIALS LISTED ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELLED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.																				PRICE AMOUNT \$\$ CC \$\$ CC									
										<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;">PRIME BIN</th> <th style="width:15%;">PID COMMODITY CODE LINE ITEM</th> <th style="width:40%;">DESCRIPTION AND MESSAGES FREIGHT CLASS ALT. BINS</th> <th style="width:10%;">QTY. REQ. PREV. ON TICKETS</th> <th style="width:10%;">QTY. B/O PROMISE DATE NEED DATE</th> <th style="width:10%;">QUANTITY TO PICK</th> <th style="width:5%;">UOM</th> <th style="width:5%;">PRICE</th> <th style="width:5%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table>										PRIME BIN	PID COMMODITY CODE LINE ITEM	DESCRIPTION AND MESSAGES FREIGHT CLASS ALT. BINS	QTY. REQ. PREV. ON TICKETS	QTY. B/O PROMISE DATE NEED DATE	QUANTITY TO PICK	UOM	PRICE	AMOUNT	
PRIME BIN	PID COMMODITY CODE LINE ITEM	DESCRIPTION AND MESSAGES FREIGHT CLASS ALT. BINS	QTY. REQ. PREV. ON TICKETS	QTY. B/O PROMISE DATE NEED DATE	QUANTITY TO PICK	UOM	PRICE	AMOUNT																					

PROPRIETARY
 Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

**EXHIBIT 3
MASTER BILL OF LADING**

		STRAIGHT BILL OF LADING — SHORT FORM — ORIGINAL — Not Negotiable SW744-001-901 RECEIVED subject to the classifications and terms in effect on the date of this Bill of Lading. Page 1 of 2																																																																																											
NAME OF CARRIER WARREN TRANSPORT		CARRIER'S NO.	SHIPPER'S NO. LM504021																																																																																										
DATE 10 21 93		WRITE IN: UN: PICS LC: MATERIAL CA: CABLE A: GENERAL																																																																																											
<small>The primary addresses listed in this bill of lading are those contained and classified in conformity with the International Harmonized System and are subject to change without notice. The carrier is not responsible for any loss or damage to the goods or for any delay in delivery of the goods under the conditions of this bill of lading. It is the responsibility of the shipper to ensure that the goods are properly classified and that the bill of lading is correctly filled out. The carrier is not responsible for any loss or damage to the goods or for any delay in delivery of the goods under the conditions of this bill of lading. It is the responsibility of the shipper to ensure that the goods are properly classified and that the bill of lading is correctly filled out. The carrier is not responsible for any loss or damage to the goods or for any delay in delivery of the goods under the conditions of this bill of lading. It is the responsibility of the shipper to ensure that the goods are properly classified and that the bill of lading is correctly filled out.</small>																																																																																													
CONSIGNEE TO ATTN: SWBT		STREET ADDRESS 1911 E FLORIDA																																																																																											
DESTINATION CITY SPRINGFIELD		STATE MO	ZIP 65803																																																																																										
SHIPPER SOUTHWESTERN BELL TELEPHONE CO.		STREET ADDRESS 1325 CORNELL RD	ORIGIN CITY STATE ZIP COUNTY LANCASTER TX 75134																																																																																										
ROUTE LANCASTER/TULSA/SPRFD/OKLA CTY/ LANCASTER		EMERGENCY RESPONSE (HAZARDOUS EMERGENCIES ONLY) 1-800-424-9300 (AVAILABLE 24 HOURS DAILY)																																																																																											
VEHICLE INITIALS S35	SEAL NO. 30742	TCC TICKET NO.																																																																																											
MAIL FREIGHT BILLS TO: SOUTHWESTERN BELL TELEPHONE CO., FREIGHT BILL PAYMENT, P.O. BOX 98754, ST. LOUIS, MO 63166-8754 TO CONTACT THE TRANSPORTATION CONTROL CENTER (TCC): TELEPHONE # (314) 235-4578																																																																																													
FUNCTION OR ACCOUNT CODE S73A		ENV LOCATION CODE CC0187	EST NO. CWO. KCO																																																																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>DESCRIPTION OF GOODS</th> <th>QUANTITY</th> <th>UNIT</th> <th>CLASSIFICATION</th> <th>WEIGHT</th> </tr> </thead> <tbody> <tr> <td>Adhesive, 3, UN1133, PGM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Aerosol, Flammable, 2.1, UN1950</td> <td>2</td> <td>PIE</td> <td>PICS</td> <td>600</td> </tr> <tr> <td>Aerosol, Non-Flammable, 2.2, UN1950</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Chlorodifluoromethane, 2.2, UN1018</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Combustible Liquid, N.O.S., (d-Limonene), NA1983, PGM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Combustible Liquid, N.O.S., (Mineral Spirits), NA1983, PGM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Compressed Gas, N.O.S., (Natural Gas), 2.2, UN1950</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Flammable Liquid, N.O.S., (Methyl Ethyl Ketone), 3, UN1983, PGM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Liquefied Petroleum Gas, 2.1, UN1075</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Naphtha, 3, UN1255, PGM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Batteries, Wet Filled With Acid, 8, UN2794, PGM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Batteries, Wet Filled With Alkali, 8, UN2796, PGM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BOLS, BOXES PCS, Machines, Systems or Devices</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Electronic Telephone Switching Systems or Parts Thereof</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RVNX 85.00 Per Pound</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CABLE, Electric, Copper, NOI</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10 PIC MISCELLANEOUS Telephone Equipment Per Item 7008</td> <td>1500</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				DESCRIPTION OF GOODS	QUANTITY	UNIT	CLASSIFICATION	WEIGHT	Adhesive, 3, UN1133, PGM					Aerosol, Flammable, 2.1, UN1950	2	PIE	PICS	600	Aerosol, Non-Flammable, 2.2, UN1950					Chlorodifluoromethane, 2.2, UN1018					Combustible Liquid, N.O.S., (d-Limonene), NA1983, PGM					Combustible Liquid, N.O.S., (Mineral Spirits), NA1983, PGM					Compressed Gas, N.O.S., (Natural Gas), 2.2, UN1950					Flammable Liquid, N.O.S., (Methyl Ethyl Ketone), 3, UN1983, PGM					Liquefied Petroleum Gas, 2.1, UN1075					Naphtha, 3, UN1255, PGM					Batteries, Wet Filled With Acid, 8, UN2794, PGM					Batteries, Wet Filled With Alkali, 8, UN2796, PGM					BOLS, BOXES PCS, Machines, Systems or Devices					Electronic Telephone Switching Systems or Parts Thereof					RVNX 85.00 Per Pound					CABLE, Electric, Copper, NOI					10 PIC MISCELLANEOUS Telephone Equipment Per Item 7008	1500			
DESCRIPTION OF GOODS	QUANTITY	UNIT	CLASSIFICATION	WEIGHT																																																																																									
Adhesive, 3, UN1133, PGM																																																																																													
Aerosol, Flammable, 2.1, UN1950	2	PIE	PICS	600																																																																																									
Aerosol, Non-Flammable, 2.2, UN1950																																																																																													
Chlorodifluoromethane, 2.2, UN1018																																																																																													
Combustible Liquid, N.O.S., (d-Limonene), NA1983, PGM																																																																																													
Combustible Liquid, N.O.S., (Mineral Spirits), NA1983, PGM																																																																																													
Compressed Gas, N.O.S., (Natural Gas), 2.2, UN1950																																																																																													
Flammable Liquid, N.O.S., (Methyl Ethyl Ketone), 3, UN1983, PGM																																																																																													
Liquefied Petroleum Gas, 2.1, UN1075																																																																																													
Naphtha, 3, UN1255, PGM																																																																																													
Batteries, Wet Filled With Acid, 8, UN2794, PGM																																																																																													
Batteries, Wet Filled With Alkali, 8, UN2796, PGM																																																																																													
BOLS, BOXES PCS, Machines, Systems or Devices																																																																																													
Electronic Telephone Switching Systems or Parts Thereof																																																																																													
RVNX 85.00 Per Pound																																																																																													
CABLE, Electric, Copper, NOI																																																																																													
10 PIC MISCELLANEOUS Telephone Equipment Per Item 7008	1500																																																																																												
TOTAL PIECES 12		TOTAL WEIGHT 21000																																																																																											
SECTION 7 <small>Subject to Section 7 of Conditions of Carriage of Goods by Air, this document is to be delivered to the consignee within 14 days of the date of issue, or earlier if so agreed. The carrier shall sign the following statement: "The carrier shall be liable for any loss or damage to the goods or for any delay in delivery of the goods under the conditions of this bill of lading."</small>		HAZARDOUS THE CARRIER AND SHIPPER AGREE TO THE EMERGENCY RESPONSE GUIDELINES WITH THESE TERMS: YES <input type="checkbox"/> NO <input type="checkbox"/>																																																																																											
PREPAID <input checked="" type="checkbox"/> COLLECT (IF CHECKED, SIGN SECTION 7)		PLACARDS OFFERED BY: _____ ACCEPTED: YES <input type="checkbox"/> NO <input type="checkbox"/>																																																																																											
(Signature of consignor) SOUTHWESTERN BELL TELEPHONE CO., Shipper Per BETTY WILSON Professional Telephone Advisor of Shipper		Carrier Age WARREN 192/93 Per JOHN DOE This document shall be retained by the shipper. The duplicate shall be retained by the agent.																																																																																											
Tel. No. 214-974-9744 - 97437		SHW152 (REV. 6)																																																																																											

PROPRIETARY
 Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.

**EXHIBIT 4
STOP-OFF BILL OF LADING**

Southwestern Bell Telephone **STRAIGHT BILL OF LADING — SHORT FORM — ORIGINAL — Not Negotiable**
 SW744-001-901 RECEIVED subject to the classifications and tariffs in effect on the date of this Bill of Lading. Page 2 of 2

NAME OF CARRIER: **WARREN TRANSPORT** CARRIER'S NO: **LM 504021** WRITE IN: **LP / PCB / LI / MATERIAL / LC / CABLE / A / GENERAL** SHIPPER'S NO: **504022** DATE: **10/21/80**

CONSIGNEE TO: **SWBT** STREET ADDRESS: **1504 N. 105TH E. AVE.**

DESTINATION CITY: **TULSA** STATE: **OK** ZIP: **74220** COUNTY: **STOP-OFF**

SHIPPER: **SOUTHWESTERN BELL TELEPHONE CO.** STREET ADDRESS: **1325 Cornell Rd.** ORIGIN CITY: **LANCASTER, TX** STATE: **TX** ZIP: **75734** COUNTY:

ROUTE: _____

VEHICLE INITIALS: **535** NO: _____ SEAL NO: **30748** TCC TICKET NO: _____

MAIL FREIGHT BILLS TO: **SOUTHWESTERN BELL TELEPHONE CO., FREIGHT BILL PAYMENT, P.O. BOX 66756, ST. LOUIS, MO 63166-6756**

TO CONTACT THE TRANSPORTATION CONTROL CENTER (TCC): **TELEPHONE # (314) 235-4578**

ENV: **548026900** LOCATION CODE: **RQ4165** EST RO CWO, KCO: _____

FUNCTION OR ACCOUNT CODE: **513A** RAIN NO: _____ BVAPP NO: _____

QTY	DESCRIPTION	UNIT	WEIGHT	CLASSIFICATION	MARKS	REMARKS
1	Adhesive, 3, UN1133, PGM		1.6			
	Aerosol, Flammable, 2.1, UN1950					
	Aerosol, Non-Flammable, 2.2, UN1950				1 PK	PICS 500
	Chlorodifluoromethane, 2.2, UN1018					
	Combustible Liquid, N.O.S., (d-Limonene), NA1993, PGM					
	Combustible Liquid, N.O.S., (Mineral Spirits), NA1993, PGM					
	Compressed Gas, N.O.S., (Natural Gas), 2.2, UN1956					
	Flammable Liquid, N.O.S., (Methyl Ethyl Ketone), 3, UN1993, PGI					
	Liquefied Petroleum Gas, 2.1, UN1075					
	Naphtha, 3, UN1255, PGM					
	Batteries, Wet Filled With Acid, 8, UN2794, PGM					
	Batteries, Wet Filled With Alkali, 8, UN2796, PGM					
	BOLS, BOXES PCS., Machines, Systems or Devices, Electronic Telephone Switching Systems or Parts Thereof					
	RVNX 85.00 Per Pound					
	CABLE, Electric, Copper, NOI					
3	MISCELLANEOUS Telephone Equipment Per Item 7008		6.000			

REQUISITION NOS.: _____

SPECIAL INSTRUCTIONS FOR CARRIER: _____

TOTAL PIECES: **5** TOTAL WEIGHT: **6500**

SECTION 7 **FREIGHT CHARGES:** **HAZARDOUS**

PREPAID COLLECT (IF CHECKED, SIGN SECTION 7) THE CARRIER HAS CURRENT COPY OF THE EMERGENCY RESPONSE GUIDANCE WITH THIS BILL OF LADING? YES NO _____

FREIGHT TERMS ARE F.O.B. ORIGIN UNLESS AN EXISTING CONTRACT STIPULATES OTHERWISE OR UNLESS OTHERWISE ENDORSED HEREON. PLACARDS OFFERED BY: _____ ACCEPTED: YES _____ NO _____

* This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

PROPRIETARY
 Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.