

When placing an order thru the CADEL Online Ordering Website we require you to provide us with some information to allow us to process your order correctly and efficiently. Below are definitions of the **Shipping method** field as well as the required information that you will need to provide in the **Shipping instructions** field.

### **Add to stock order**

**Definition:** Order will be inputted in the system and will be released with the next scheduled stock order as per DC's shipping policy.

**Shipping Instruction requirements:** None

### **Courier Collect**

**Definition:** Order will be shipped via courier of your choice at your expense as per DC's shipping policy.

**Shipping Instruction requirements:** Must provide the name of the courier, type of service and your account number. (i.e. Purolator Air acc # 123456)

### **Courier PPD & charge**

**Definition:** Order will be shipped via Purolator and the charges will be added to the invoice as per DC's shipping policy.

**Shipping Instruction requirements:** None

### **Pick Up**

**Definition:** Order will be picked and made available as per DC's policy.

**Shipping Instruction requirements:** Must indicate who will be picking up the order. (i.e. pick up via our truck, pick up by customer xyz, pick up by salesman John Doe, pick up by John Doe Express)

### **Truck Collect *(Cadel customers - USE THIS OPTION FOR YOUR STOCK ORDERS)***

**Definition:** Order will be shipped collect via the transport carrier of your choice at your expense.

**Shipping Instruction requirements:** Must provide the name of the transport carrier.