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**ADDENDUM----1**

**TERMINAL PROCEDURES**

6/3/14

Subject: Terminal---Tagging of Trailers

We will be using a 2 colored tagging system. Please review the following. If you should have any questions, please contact your driver manager.

Tags to be used:

1.) Red Tag—This will be placed on a trailer by Maintenance Department Personnel. Red tagged trailers are not to be used until the trailer has been repaired and a Green tag has been placed on the trailer.

2.) Green Tag—This will be placed on a trailer by Maintenance Department Personnel or outside repair facility. This means the trailer has been repaired and is road worthy.

We operate several terminals away from our corporate headquarters in Duenweg MO. Each facility has specific instructions and designated areas for trailers. Please follow the directions provided via QC and the instructions for trailer drop as designated by the signs at our outlying terminal facilities.