



Date: August 2, 2017

To: All KVH Suppliers

RE: **KVH - 2017 SUPPLIER ROUTING INSTRUCTIONS**

The following routing instructions will supersede all previous instructions.

Effective immediately, KVH Industries, Inc., will be using FedEx as our preferred carrier for all KVH inbound shipments. The routing instructions below are to be followed when shipping packages into KVH Industries.

- **All Ground Packages/Shipments going to a KVH US locations are to be shipped “FedEx Ground COLLECT”. An account number is not required. KVH US locations include:**
 - KVH Industries, 50 Enterprise Center, Middletown RI 02842
 - KVH Industries, 75 Enterprise Center, Middletown RI 02842
 - KVH Industries, 8412 185th St., Tinley Park IL 60487
- **Any Express/Air Shipment (Package or Air Freight) requires pre-approval on a case by case basis. Please call your local KVH Supply Chain Team contact for further instructions.**
- **All LTL Freight shipments going to KVH US locations are to be shipped “Collect”. An account number is not needed. KVH US locations include:**
 - KVH Industries, 50 Enterprise Center, Middletown RI 02842
 - KVH Industries, 75 Enterprise Center, Middletown RI 02842
 - KVH Industries, 8412 185th St., Tinley Park IL 60487
- **For any other type of shipments including Ground 3rd party bill, Full Truck Load, Container Load and/or Ocean Freight, please call your local KVH Supply Chain Team contact for written instructions prior to making shipment.**
- **Do not select “Declared Value” or “Insurance” for any shipment made on the behalf of KVH without prior written approval. If these charges are selected without written approval, FedEx will automatically bill the shipper’s account for these accessorial charges.**
- **Any freight charges added to an invoice for KVH will automatically be deleted from the invoice and the invoice will be paid less the freight charges.**

Please confirm in writing with your cooperation and compliance upon receipt of these instructions.

Kirsten M. Quinn

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