



Grace Manufacturing, Inc.  
1500 West Center Street  
PO Box 856  
Warsaw, Indiana 46580  
Phone: 574-267-8000  
Fax: 574-269-1775

## **DIRECTIONS**

Grace Manufacturing, Inc. is located in the Boggs Industrial Park on the north-west corner of W. Center St. and Leiter Road. The city of Warsaw maintains a strict truck route. Truck must enter the industrial park from State Rd. 25 or Lincoln Way (Old US 30) onto Zimmer Road. From Zimmer Road turn eastbound onto Zimmer Lane, then south (right) onto Hepler St. From Hepler St. turn eastbound onto W. Center St., then north (left) onto Leiter Road. Our loading dock is on the north side of the building on the Leiter Road side.

Note that the railroad underpass on Hand Street is too low for semi traffic.

## **SHIPPING AND RECEIVING**

- Dock Hours: **7:00am-11:30am**  
**12:30pm-3:30pm** (Extended hours may be available. Call 574-267-8000)  
**Monday – Friday**, except for all holidays and shut downs.  
Or, as listed by posted notice.
- For dock attendant, press call button (button will light) and attendant will arrive within approx. 5-minutes. Or, call 574-267-8000 for assistance.
- First come/First served. Scheduling accommodation may be considered on a case-by-case basis and with 24-hour minimum advanced notice.
- Trailer must be centered in dock and against dock bumper, with brake set and wheels chocked, prior to presenting for service. It is the driver's responsibility to prohibit entry to their trailer until made safe for entry by personnel and material handling equipment.
- Driver must remain with their truck and within designated areas while at Grace Manufacturing, Inc. Grace Manufacturing, Inc. maintains a tobacco-free campus. No smoking, chewing, vaping, etc. allowed on the premises.
- Drivers will operate all truck related equipment, for example without limitation: Opening trailer door, removing load binders and chains, removing tarps, etc.
- Material handling equipment owned by Grace Manufacturing, Inc. is to be operated by authorized Grace Manufacturing, Inc. employees who have completed proper training.
- Unless with prior approval, requiring a 24-hour minimum advance arrangement, all container/shipment units exceeding 100 lbs. gross weight must be palletized for loading/unloading from the rear of the trailer, at our dock, with our material handling equipment. No curb-side service for enclosed semi-trailers.
- No truck/trailer may be on the premises for more than 23-hours, and, no truck/trailer may be left on the premises without the driver present, or truck/trailer may be towed at truck owner expense.
- Small parcel pickup/delivery to be made at designated entry door.
- Claims against Grace Manufacturing, Inc. for damages, discrepancies, delays, additional fees or charges must be noted by the driver on all copies of the Bill of Lading at the time the Bill of Lading is enacted.
- Unsafe or unlawful practices are expressly forbidden. Grace Manufacturing, Inc. maintains a zero-tolerance policy for third-party agents doing business on the premises with regard to harassment, violence, or threat of violence.