

# LEVEL 3 SHIPMENT ROUTING GUIDE

## SMALL SHIPMENTS

### AIR AND GROUND SHIPMENTS UP TO 150 LBS IN TOTAL WEIGHT

- Must be shipped on the Level 3 UPS account
- Account number 0A103E

## LARGE SHIPMENTS

### AIR AND GROUND SHIPMENTS OVER 150 LBS IN TOTAL WEIGHT

- Contact the Level 3 Freight Coordinator to arrange shipment
- E-mail: [DL-Level3Transportation@level3.com](mailto:DL-Level3Transportation@level3.com)
- Phone: 1-877-359-6401 Option #6

### PLEASE INCLUDE THE FOLLOWING INFORMATION WHEN REQUESTING LARGE/FREIGHT SHIPMENTS:

- Pickup/Ship from address (including, city, state and zip code), contact name, and contact phone #/e-mail address
- Shipping hours of operation
- Deliver to address (including city, state and zip code), contact name, and contact phone #
- Dimensions, weights and piece count of the shipment
- Purchase Order Number
- Confirmation if the PO is shipping in its entirety or as a partial shipment.

If it is a partial shipment, please provide the value of the partial shipment. Additionally, provide details of the expected ship date for the remaining items on the PO

**Please note:** All large shipment/freight shipment requested after 1600 CST will be routed for the next business day for pickup.

## ABOUT LEVEL 3

We operate and take end-to-end responsibility for network solutions that connect you to the world. We put customers first and take ownership of reliability and security across our broad portfolio.

**1.877.4LEVEL3**  
**INFO@LEVEL3.COM**  
**LEVEL3.COM**