



***"K" LINE AMERICA, INC.***

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8730 Stony Point Parkway, Suite 400  
Richmond, VA 23235

March 24, 2016

Dear Valued Customer,

In our continuous effort to provide our customers the most accurate Street-Time Billing service possible, "K" Line America, Inc. would like to take this opportunity to remind all of our customers of a very important policy procedure regarding Empty Notifications.

Once the import container has been unloaded, please report all empty notifications to the National Equipment Group of "K" Line America by electronic means to ensure proper documentation and to reduce the possibility of erroneous billing. This simple but very important step will save us both valuable time in the future.

**Send an email to our National Equipment Department:**

Email: [RICLEQP@us.kline.com](mailto:RICLEQP@us.kline.com)

We will contact the local offices to arrange for the container(s) to be picked from your facility. Your assistance in this matter is greatly appreciated. Thank you for doing business with "K" Line.