
LB&B/NC ABC Warehouse Scheduling and Receiving Guidelines

Raleigh Warehouse: 404 East Tryon Road, Raleigh, NC 27610

Clayton Warehouse: 977 Shotwell Road, Suite 103, Clayton, NC 27520

Updated 8/24/23

The person scheduling a delivery is required to e-mail appointment requests with BOL attachments to the NC Distribution Center email address listed here: Dock_Scheduling@lbbncabc.com.

- The BOL must be itemized with the NC 5-digit product code & case count for each item.
- Provide your name, company name, phone#, and preferred delivery date.

The person then calls 919-773-2870 (after e-mailing the paperwork) to schedule the appt.

- Leave your name, company name, phone#, and preferred delivery date.
- Also leave a brief message with any other necessary information.
- You will be contacted no later than the end of the next business day.

Things that prevents LB&B from scheduling an appt is the following but not limited to:

- No call was made to schedule the delivery (the paperwork was e-mailed only).
- Paperwork was not e-mailed before the person called to schedule the appt.
- Paperwork didn't have the NC 5-digit product code and case count for each item.
- Paperwork didn't provide the preferred appointment date.
- If any item on the BOL exceeds the "max" allocation.

Additional Scheduling Information

- **Raleigh receiving hours are Monday through Friday from 6:00am to 1:00pm.**
- **Clayton receiving hours are Monday through Friday from 6:00am to 1:00pm.**
- Carriers must use trucks/trailers capable of being offloaded at a standard bay door.
- Carriers are required to provide LB&B with two copies of the BOL.
- Carriers arriving early/late for their appointment will be unloaded as soon as possible.
- Carriers arriving after 2:00pm may be refused if receiving has finished for the day.
- Carriers are required to leave immediately once unloaded.
- No overnight parking is permitted at either warehouse.
- No drivers are permitted access to either warehouse.
- There are portable restroom facilities available outside the warehouses.
- All products must be on 40 x 48 standard pallets.
- Maximum height of pallets with stacked cases- 5 feet, 6 inches.
- Chep, Euro or Plastic pallets will not be accepted.
- **Questions: Call the receiving line at 919-773-2870.**
- **Anyone calling any other LB&B phone# will be instructed to call the phone# above.**