

## EXCERPT

# Shipments Guidelines

Description: What to expect when shipping assets for domestic Level 3 project shoots and/or international shoot.

### What is Mighty Shipments?

LuOrg's Mighty Shipments team manages the worldwide logistics for shipping LuOrg products and assets. They collaborate with NGT, a global logistics company that offers transportation, supply chain, and contract services and management.

We rely on Mighty Shipments [ for drive shipments ] due to its time-sensitive and secure nature. Mighty Shipments ensures timely delivery to the destination by navigating customs delays. The Mighty Shipments program is designed to minimize the risk of loss or disclosure when all Mighty Shipments processes are strictly followed during the preparation and transportation of LuOrg's most confidential prototype products.

### Mighty Shipments Details

When do we use Mighty Shipments?

- International shoots only
- Domestically: Level 3 projects only

Who is the LP for Mighty Shipments?

- [Designated team members] are the Lead Producer (LP) for the hard drive shipment
- Video Techs will assist in arranging the shipment

### Timeline

Video Techs require a **2 to 4 week** lead time to process Mighty Shipments requests.

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