



NY1

Customer Shipping Parameters

The following are instructions on how to ship equipment to ColoCrossing's NY1 datacenter facility. These instructions must be followed precisely to ensure equipment is handled properly, and no fees are incurred during the receiving process.

1. Please ship equipment, properly insured to the following address:

XO Communications C/O ColoCrossing 111 8th Avenue 12th Floor New York, NY 10011
--

2. Log all tracking numbers from shipment
3. Login to your portal account (information to login will be provided to you once you are signed up as a customer. Please contact us if you do not have your login information).
4. On the left side, select shipping, and click add shipment
5. Add all package tracking numbers to shipments inbound to NY1

ColoCrossing will be immediately notified about your impending shipment, and we will take the necessary action to ensure your packages are received safely. We'll let you know once they arrive.

If you have any questions, please let us know prior to shipping your equipment. All shipment notifications must be presented at least 24 hours prior to arrival, or they may be subject to a zero notification fee.