

Penguin Random House

Crawfordsville, IN

Binders Kit

**Packing, Marking, Shipping, and Invoicing
Instructions for all shipments to the
Crawfordsville Distribution Center**

**PRH Binders Kit
Crawfordsville, IN**

Important information for Manufacturers of Random House Inc. Books and Non-book products shipping to the Crawfordsville Distribution Center

The purpose of this Binders Kit is to provide specific instructions for packing, marking, and shipping products that you manufacture for Penguin Random House.

Any shipment made to the Crawfordsville Distribution Center should follow these instructions.

You should always follow any exceptions noted on the purchase order.

For information or help interpreting these instructions please send your questions via e-mail to scdaily@randomhouse.com or contact Pam Harmon at 410-386-7081/Jeanie Wood 410-386-7086.

PRH Binders Kit
Crawfordsville, IN
Table of Contents

Chargeback Policy

Purpose	6
Accounting Overview	6
Operating Procedure	7
Printer Chargeback Billing	7

Bindery Book Cartoning Requirements

Minimum and Maximum Carton Dimensions	8
Maximum Carton Weight and oversized product	8-9
Standard Carton Pack	10
Quantity of an Order to be Cartoned	11
Carton Packing Information	11
Carton Closure	12

Bindery Book Carton Marking Requirements

Carton Stenciling	12-16
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Bindery Book Carton Shipping Requirements

Pallet	17
Identification of Stock for Shipment	17
Packing List	18
Bill of Lading	19
Bills of Lading 'Out of House/Drop Shipments'	20
Jackets for Warehouse	22
Invoices	22
Storage	23
Distribution of Advance Copies	23
Sample shipping instructions	23
Routing Instructions	24

Books Manufactured Offshore Cartoning Instructions

Preferred Packing Method	25
Cartons	25
Packing Material	25
Pallets	25
Containers	26
Alternative Packing Method	27
Containers	27
Container Weight Guidelines	27

Books Manufactured Offshore Marking Requirements

Carton Stenciling	27
Product Marking Requirements	27
Invoice Requirements	27

Books Manufactured Offshore Shipping Requirements

**PRH Binders Kit
Crawfordsville, IN**

Broker Information	28
Express Bill of Lading Procedure	29-30
Import Security Filing (ISF) Procedures – Also Known as 10+2	30-31
PRH Bar code standards	33-36
Appendices	
A Random House pallet wrapping and strapping instructions	37-41
B Standard Random House Purchase Order	42
C PRH International pallet wrapping and strapping instructions	43
D PRH International container/van loading instructions	44
E Sample Express Bill of Lading	45
F Sample Express Bill of Lading	46
G Sample Commercial Invoice	47
H Sample Packing List	48-49
I Danzas Fact Sheet	50
J GS1-128 shipping label sample	51

**PRH Binders Kit
Crawfordsville, IN**

Revision Page

Revision	Date	Page	Changes
13	12/20/06	8 8 10 13 14	Oversized books to be packaged individually Chart for what is an oversized book Updated carton marking requirements Updated contact information for purchasing Pallet identification number information
14	1/25/07	8	Removed price condition from oversized item section
15	Jan. 2008	2 10- 13 28 46-	Update contacts for questions; Update carton marking section samples to include 13 digit examples Pallet diagram Contacts for Danzas: Italy and Singapore
16	1/5/10	28	Added Import Security Filing (ISF) Procedures
17	4/1/10	8 12 29- 31	Update wording on oversized items to be equal to or larger Remove hyphens from stencil example Update bar code standards document
18	8/1/2010	18 J	Add info on carton/pallet label for drop shipments Sample of GS1-128 shipping label
19	1/2011	10	Country of Origin for books needs to be printed on the cartons regardless of where they are produced
20	7/2011	20	Updated Invoicing for 1-888-RHPAYME
21	2/2012	App. I	Updated freight forwarder contact info
22	11/2014	Entire	Update company name; add Penguin division information for carton packs; update carton marking requirements; jacket section, pallet section, freight contacts
23	1/2016	8-10	Carton packing information
24	5/2017		Transportation information updated GTIN carton marking information added
25	10/2020	53-54	Transportation information updated
26	5/2021	12-16	Carton label update; adding Printer/Vendor Facility ID code and printing number
27	6/2022		Transportation info, PPON info update, purchase order sample
28	7/2022	14	On Sale Date on carton

**PRH Binders Kit
Crawfordsville, IN
Chargebacks**

Purpose

Printer Error Charge Backs are necessary when the printer makes an error that causes rework to be done by Penguin Random House. Errors from the printer might include:

- No identifying information on cartons
- Stock not in packed cartons
- Incorrectly packaged (determined by looking at the bill of lading)
- Incorrect or missing stenciled, labeled, or bar coded information
- Missing parts of identifying information
- Book inspections required at the DC due to suspected production problems, initiated by Production

Penguin Random House will have the printer reimburse the costs of the rework once it is performed, either by Crawfordsville or by an outside rework vendor. In addition, some of the rework may be due to errors on the part of Penguin Random House; we also want to track these errors so that we can isolate the root cause & eliminate the errors going forward.

This procedure is designed to accomplish the rework, the collection of the rework costs, the bill back to the supplier, the tracking of internally caused problems, and root cause problem analysis. This procedure does not address any internal or workshop charges associated with any special packing, stickering/stenciling work done for customer orders.

Accounting Overview

A general ledger account # will be set up for each of our major print & bind vendors, which will collect the costs and the associated printer reimbursements associated with the rework for each vendor:

Rework costs and the associated reimbursements will also be posted to miscellaneous manufacturing accounts for the appropriate product type, which will pass the costs/credits through to the imprints P&L. However, the costs/credits will not affect historical true PPB cost visibility for the title.

**PRH Binders Kit
Crawfordsville, IN**

Operating Procedure

Receiving & Stock Control

1. When a problem receipt occurs, the Receiving Dept. will inform Stock Control of the problem. A digital photograph of the quality issue is available upon request.
2. Stock Control will determine if the required rework will be done in house, at an outside rework vendor, or sent back to the binder.
3. Production will contact the binder to inform them of the issue, correct the issue before sending any more books, and determine the root cause of the problem.
4. Stock Control will contact the Inventory Managers/Production/NY or the PRH Canada Inventory department about the quality issue.

Printer Chargeback Billing

We reserve the right to return all shipments to you for correction at your expense if they are not in accordance with our specifications, or to correct the shipment ourselves and bill you for the correction.

**PRH Binders Kit
Crawfordsville, IN**

Bindery Book Cartoning Requirements

Minimum and Maximum Carton Dimensions:

Dimension	Minimum Dimension	Maximum Dimension
Height (in inches)	4	15
Length (in inches)	9	22
Width (in inches)	6	11.5

Height < .75 x Length and Height < .75 x Width

Dimension	Minimum Dimension	Maximum Dimension
Height (in mm)	101.6	381
Length (in mm)	228.6	558.8
Width (in mm)	152.4	292.1

Height < 19.05 mm x Length and Height < 19.05 mm x Width

Stacking the cartons straight up instead of interlocking is to be done **only with prior approval** and is strongly discouraged.

Note on Penguin Imprint Carton Sizes as of 1/22/16: Many Penguin trade & hard cover books with trim sizes up to a 6 1/8 x 9 1/4 that were published prior to April 2016 packed in in a 4 stack configuration. In some cases, the width of the cartons for these titles will measure slightly larger than the carton min and max dimensions shown above. These exceptions will be permitted for Penguin titles that had an initial on sale date prior to April 2016. All PRH trade and hard cover titles with an on sale of April 2016 or later must adhere to all PRH carton sizing requirements as outlined in this Binder's Kit.
Examples of carton footprint sizes for legacy Penguin work:

5 1/2 x 8 1/4 HC - 11 3/4 (w) x 17 1/8 (l)

6 x 9 TR - 12 1/8 (w) x 18 1/8 (l)

6 x 9 HC - 12 3/4 (w) x 18 5/8 (l)

6 1/8 x 9 1/4 TR - 12 3/8 (w) x 18 5/8 (l)

Maximum Carton Weight

Maximum carton weight must not exceed 35 pounds (15.88kg). The carton should be made of minimum 200 pounds test 'C' flute or, have an ECT (edge crush test) equivalent of 32. If the ECT 32 box is used, it must have the same side impact protection as the 200 pounds test 'C' flute carton.

**PRH Binders Kit
Crawfordsville, IN**

Oversized and Non-book Product

Any oversized (i.e., coffee table/picture books) items must to be packed in individual shippers. Any product that does not fall into a standard publishing format (i.e., figurines, plush animals, games and toys) also must to be individually packaged in a shippable carton. Please see chart below for the maximum item size we can accommodate.

These individual shipping cartons must have all the required carton markings as listed on page 10. Follow instructions on purchase order.

Oversized items may be subject to additional fees for packing materials and additional labor.

Crawfordsville: Oversized Item Dimensions			
Length	Width	Height	Total Cube
18	12	13.5	2916

Dimensions are measured in inches.

****If the items are equal to or larger than these dimensions they must be individually packed in marked cartons.****

**PRH Binders Kit
Crawfordsville, IN**

Standard book carton pack Random House Imprints

A desired carton pack will be included on a standard purchase order.

RH Adult Trade Hardcover titles are 12 copies per carton

- If a carton exceeds the height and/or weight restrictions, you may drop down in increments of one layer (usually 2 or 4 books) to meet the target.
- If a carton is full and still does not meet the minimum carton size requirements, you may increase the number of books in the carton by increments of 2 until the carton meets the minimum specifications.

RH Trade Paperbacks are 24 copies per carton.

- If a carton exceeds the height and/or weight restrictions, you may drop down in increments of 4 to meet the target.
- If a carton is full and still does not meet the minimum carton size requirements, you may increase the number of books in the carton by increments of 4 until the carton meets the minimum specifications.

RH Mass Markets (rack size books and digest size) are 48 copies per carton.

- If a carton exceeds the height and/or weight restrictions, you can go to 24 copies per carton.
- If a carton is full and still does not meet the minimum carton size requirements, you may increase the number of books in the carton by increments of 24 until the carton meets the minimum specifications.

Book carton packs for Penguin Imprints

Note on Penguin Imprint Carton Packs as of 1/22/16: Some Penguin Hard Cover and Trade Paperback books that were published prior to April 2016 may have carton pack quantities that vary from the PRH standard packs. These are permitted exceptions and the carton quantity stated on the purchase order should be followed for Penguin imprints published before the April 2016 on sale dates. However, all titles with an on sale date of April 2016 or later must adhere to the PRH standard packs as outlined in this binder's kit.

**PRH Binders Kit
Crawfordsville, IN**

Before changing the carton pack quantities to meet the required height and/or weight specifications, please first reconfigure the box with the correct carton pack to determine if the minimums can be met that way. If they still cannot be met, then try the removing or adding of layers as stated above.

If the carton is still not meeting the height or weight restrictions, or if you have concerns about how to pack a particular shipment, please call the person issuing the purchase order for revised instructions.

Mass Markets (rack size books and digest size) for Penguin Imprints are 96, 48 or 24 copies per carton.

Quantity of an Order to be Cartoned

Instructions will be on the standard purchase order.

Initials and Reprints: Carton 100% of the order.

Odd sized books and imports: Carton 100% of the order.

Production will notify binderies specifically when exceptions to the above are required.

Partial cartons will not be accepted. Cartons containing less than full carton quantities will be destroyed. Payment will not be made to vendor for partial cartons received.

Partial cartons are sometimes allowed for titles designated as “digital short run” “medium run” and “ARP” ONLY. Vendors producing these products will be notified by production of the specific circumstances by which partial cartons will be accepted.

Carton Packing Information

Books: Packed horizontally (i.e., lying flat, except for novelty items with pop-up, blister pack materials which should be packed the most efficient way to avoid damage) and never vertically (i.e., standing on end). When possible, book should be stacked in alternating stacks of 12 inside the carton.

Stacks of books should not be wrapped in brown paper or shrink wrapped together inside the cartons.

**PRH Binders Kit
Crawfordsville, IN**

Filler: Maximum allowed – 1" (25.4mm) of corrugated honeycomb cardboard pads to cover complete top of carton. This is to prevent cartons from collapsing and pallet loads becoming unstable for stacking. One pad is required at the top of every carton to prevent knife damage to books when cutting cartons open. Please only use corrugated honeycomb cardboard pads.

If no filler is required, please include a slip sheet to prevent knife damage.

Peanuts and Shredded Paper: Not acceptable as packing material/filler.

Tight Pack: Maximum of 1/8"(3.175mm) on all sides of carton (between book stack and carton side).

Slip Sheet: Bottom of carton and top of carton should have single slip sheet between corrugation and books. Please see purchase order for specific slip sheet instructions, as certain books require slip sheets when packed.

Carton Closure

Cartons should be sealed on the **bottom** with glue, hot melt, reinforced paper tape, or 2" (50.8mm) minimum width plastic tape.

Cartons must be sealed on **top** with **2-inch** pressure sensitive or gummed tape **ONLY**. No glue may be used on top. Cartons with lift-off tops are not acceptable.

Bindery Book Carton Marking Requirements

Carton Label and Stenciling

Carton labels are preferred. Stenciling should only be used as a last resort.

Labeling or stencil on one side panel and one end panel (or two side panels). Below are the fields that need to be included:

- Title
- Author
- Full ISBN (SKU) Same ISBN that is printed on cover four of the book.
 - Along with the human readable ISBN a Global Trade Item Number (GTIN) bar code in GS1-128 format should be included
- Production Order Price Batch:
(Both U.S. and Canadian with Identifier letter)
- Retail Price US/Canada (Where applicable)
- PPON (warehouse production order number)

PRH Binders Kit Crawfordsville, IN

- Printer/Facility ID Code and printing number
- Quantity (books per carton)
- Gross Weight (in pounds, rounded to the tenth)
- Visible Barcode Type (EAN, UPC or E/U) that appears on cover four of the book.
- On Sale Date (Initials only) (**MM/DD/YY**)
- Imprint/Publisher
- Country where books were printed

Abbreviations of the title and category are permissible.

Minimum printing size for stenciling is 3/8" (9.53mm) high using bold print. Carton label specifications can be found at the end of this section.

No markings should appear on the top or the bottom of the cartons.

Title

If the title is too long for the stencil/label, you may use the shorten version. It can be found on the purchase order supplied by Random House (a sample of a purchase order can be found on the next page). The field is called **Title- Short**.

Production Order Price Batch

On the purchase order supplied by Penguin Random House is a line that includes the identifier letter. The field is called **Production Order Price Batch**. The letter after the price batch is the identifier code letter.

For labeled cartons the Production Order Price Batch should appear in its entirety:

Batch: 2500/2800R

For stenciled cartons the Production Order Price Batch should appear as follows:

PO shows: 2500/3800R

Stencil Shows: \$25.00/\$38.00CAD R

PPON

Production order number can be found on the purchase order. This number is also included on packing lists with shipments.

Printer/Facility ID Code and printing number

It consists of an alpha-character Printer/Facility ID Code and 2 or 3 numeric-character printing number. Example ABCD01

Each of the printer's facilities should have its own unique code. If you are unsure of your ID code, please contact your production manager.

Must appear on the carton label as human readable but prefer it to be embedded in the field with the PPON in section 2 of the carton label

**PRH Binders Kit
Crawfordsville, IN**

Portion of a PRH Purchase Order

Terms payt.: Within 60 days Due net

Currency USD

TRANSFER TITLE Please confirm the COST and SCHEDULE

Item	Material Order qty.	Unit	Description	Price per unit	Net value
00001	20,000	Each	9781400074464_RG19 Bind Books		
WHSE Production Order Number : 3201146					
Bind Production Order Number : 3237785					
Text Production Order Number : 3237782					
Cvjk Production Order Number : 3237783					
Ppfd Production Order Number : 3237784					
Production Order Price Batch : 1099/1250R					
Visible Barcode : EAN					
Whse Delivery Address: Westminster Reorders 400 Bennett Cerf Dr.					
Title - Short: GOD GAVE US HEAVEN					
- Continued on Page 2 -					

On Sale Date

An On Sale Date does NOT need to be on each carton except in the following instances: (This information will be communicated to you via the purchase order or by your production manager)




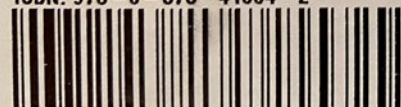

- Hardcover: 50K or higher
- Trade paperback: 75K or higher
- Mass market: 150K
- Picture Books: 30K or higher
- Digest and other paperback trims: 50K or higher
- Audio: 20K or higher
- Pre-packs (with corrugate): always include
- Mixed Initial titles: always include
- Non-traditional: 40K or higher
- Box-set delivering as finished goods: 50K or higher

NOTE: If a book is under an embargo ***at the time*** of physical distribution and is *below the threshold levels* noted by format, please contact Sales Operations for guidance. If a title is under embargo before the physical distribution of the book is to begin, please follow the threshold guidance noted.

If the date is required, it should match the On Sale Date specified on the purchase order. However, since On Sale Dates change frequently, please check with your customer service group to ensure no changes have been made since the purchase order was mailed. The most up-to-date information must be on the cartons. If an On Sale Date is required, please ensure that the date marked on the cartons is in the format **MM/DD/YY**.

PRH Binders Kit
Crawfordsville, IN

PRH Recommended Label Standard

TITLE: CHURCH IN SEARCH OF ITSELF, A	
AUTHOR: KAISER, ROBERT BLAIR	
PUBLISHER: Knopf	
ON SALE DATE: 04/23/2021	PRINTED IN USA
ISBN: 9780375410642	PPON: 7295068ABCD01
BATCH: 2595/3595R	BARCODE: EAN
	 (251)7295068ABCD01
CTN QTY: 1	CTN WGT: 26.6 lbs.
 (30)1	 (3401)000266
ISBN: 978-0-375-41064-2	COVER PRICE: \$25.95 USD / \$35.95 CAD
 (01)19780375410649	 (9012Q) 2595 USD

GTIN example (GS1-128 format)

**PRH Binders Kit
Crawfordsville, IN**

Label Font & Bar Code Specifications

Label Fonts			
Title		20pt	
Author, Publisher, On Sale Date, Country of Origin, ISBN & Batch		12pt	
Bar code Indicator		36pt Bold	
Text Above Bar Codes		12pt Bold	
Human Readable Text Below Bar Codes		8pt	
Bar Code Specifications			
Bar Code Heights		.5"	
xDimension		.015 mil	
Symbology		GS1-128 (EAN/UCC-128)	
Application Identifiers			
Field Name	AI	Format	Example
Publisher Production Order and Printer/Vendor ID with printing number	251	n3 + an..30	7295068 = 25172695068ABCD01
Carton Quantity	30	n2 + n..6	12 = 3012
Carton Weight	3401	n4 + n6	15.7 lbs. = 3401000157
Cover Price	9012Q	n4 + a1 + n..∞ + a3	\$25.00 USD = 9012Q2500USD or \$38.00 CAD = 9012Q3800CAD
ISBN (GS1-128 (EAN/UCC-14 Format)) GTIN	01	n2 + n14 n14 = P+ISBN+C Where: P=1 ISBN = first twelve digits of ISBN C = Check Digit	978-0-375-41062-8 = 0119780375410625

Not the recommended method for carton markings

PRH Standard Stencil

AVA'S MAN 9780375410628 / REG ED
\$25.00 / \$38.00 CAD / R / EAN/
7295068 /ABCD01
KNOFF / 12 PK / WT : 15.7 / USA

**PRH Binders Kit
Crawfordsville, IN**

Bindery Book Carton Shipping Requirements

Our purchase (bind) orders normally provide instructions for shipping the finished products. If questions arise concerning stock distribution, contact the issuer of the purchase order.

Pallets

Supplied by vendor

Vendor supplied pallets may be provided by binderies as long as:

- 1) Pallet specifications in this document are met
- 2) PRH production operations has approved vendor pricing for pallets

The following information will be required:

- Quantity and title of books being manufactured
- The name of your PRH Production contact
- The name and address of the vendor shipping to Westminster if the job is being subcontracted

NO block pallets will be accepted. Use of block pallets may result in charge backs

Penguin Random House also supplies and ships pallets and tops (where applicable) for vendor shipments to locations specified by our Purchasing Manager.

Requests for pallets should be made to the Purchasing Department via:

e-mail: purchasing@randomhouse.com at least **1 week** before the delivery date requested

An annual December physical inventory of pallets on hand is to be forwarded via email purchasing@penguinrandomhouse.com

All shortages will be billed to the vendors involved, including transportation costs.

In the event PRH supplied pallets are not procured in time for a particular job and books must be on the vendor's own pallets, PRH cannot guarantee return of these pallets and will not accept billing for these pallets.

**PRH Binders Kit
Crawfordsville, IN**

For palletizing specifications, please see Drawing 1189900 (Appendix A).

Pallets must meet the following specifications:

- 48" x 40" (121.9 cm x 101.6cm) Grocery Industry 4-way Hardway GMA standard pallet
- Maximum pallet height of 51"(129.5 cm) including the pallet
- 7 top deckboards, 5/8" (15.88 mm) evenly spaced with 3" (76.2 mm) maximum spacing
- 2 end bottom deckboards, 6" (152.4 mm) wide
- At least 2 center boards 6" (152.4 mm) wide OR 3 center boards 4" (101.6 mm) wide
- 3 stringers 1 3/4" x 3 1/2" x 48" (44.5 mm x 88.9 mm x 1219 mm)
- Side cutouts must meet GMA specifications
- Beveled edges on inside and out of end bottom deckboards
- No paint, grease, chemical, or other material which would damage or contaminate product

If not using a standard pallet, the maximum height is **46 inches** (116.8 cm) including the load on the pallet.

The maximum pallet weight is **2500 lbs (1134 kg)**.

Pallets should be stretch wrapped for security so the cartons do not fall over in the trailer.

Identification of Stock for Shipment

On the outside of the shrink or stretch films or corrugated wrapping of each unitized load of stock coming into the Crawfordsville Distribution Center, identify the pallet by using the address as instructed by the print bind order:

Random House, Inc.
1021 North State Road 47
Crawfordsville, IN 47933

PRH Binders Kit Crawfordsville, IN

Do not label/stencil the 'Ship to' address on every carton because we will re-ship to our customers using the same cartons. On full trailer loads, which travel under seal directly from you to the Distribution Center, this information is not necessary.

For binderies that provide a pallet identification number, the use of the SSCC-18 barcode is preferred. Alternatively, the ID should be 9 digits or less(numeric only). The barcode should be located on or near the pallet label. See appendix C for placement.

Packing List

A detailed packing list must accompany every shipment into the Distribution Center, **with separate packing lists for each delivery address**. The packing list should include:

*Title	*ISBN (SKU)
*Warehouse Production Order #	*Number of books per carton
*Retail price (both U.S. and Canadian)	Number of cartons
Total number of books shipped by ISBN	Bill of Lading number
Date Shipped	Bindery address information
Ship to address information	

* Appendix B is a sample of a standard PRH Purchase Order, with the pertinent information circled. This info will always be in the same place on a Random House Purchase Order. The Warehouse Production Order number is the seven-digit number that starts with a '8'.

A copy should be faxed to the correct receiving department before the shipment arrives at the above fax numbers.

The pallet containing the packing list should be clearly marked, and it should be the last pallet loaded onto the trailer.

Bill of Lading

We must also have an itemized bill of lading listing **each title** on the trailer. All bills of lading must show the following information:

Title	ISBN (SKU)
Warehouse Production Order Number	Number of books in each carton
Retail Price (both U.S. and Canadian)	Number of cartons
Customer Name	Date Shipped
Total number of books, cartons, pallets	Gross Weight
Book length, width, height, weight	Carton length, width, height, weight
Carrier	Trailer Number

**PRH Binders Kit
Crawfordsville, IN**

If the shipment consists of 10 or more pallets the BOL must contain the following statement:

Call 24 hours in advance for a delivery appointment.
1-765-362-5125 ext 831009

Billing address for freight payments that must go on the BOL is:

Penguin Random House
Attn: Logistics Services
400 Bennett Cerf Drive
Westminster, MD 21157

A copy of the bill of lading accompanies your invoice and is sent to the appropriate Random House NY or Canada contact person:

Penguin Random House
Attn: Accounts Payable
PRH 400 Hahn Rd.
Westminster, MD 21157

This will serve not only as a bill of lading, but also as a shipping manifest. A copy should be faxed to the Random House Transportation Department 410-386-7715.

Bills of Lading Drop Shipments to Random house customers/vendors

If you manufacture books for us that are not shipped to the Penguin Random House warehouse, (not controlled by our Warehouse system), we will require a copy of bill of lading sent to the person issuing the purchase order as proof of your shipment. A copy of the bill of lading must also be faxed to the Random House Transportation Department at 410-386-7715.

All shipments to destinations other than our warehouse above or our office at 1745 Broadway are to be sent freight collect unless instructed otherwise.

The following information must be listed on the Bill of Lading for all drop shipments:

Title
ISBN (SKU)
Delivery #
SAP Order #(s) **(to be used if Delivery # isn't provided)**
Customer Name
Customer Address

**PRH Binders Kit
Crawfordsville, IN**

Customer PO #(s)
Total number of books, cartons, pallets
Delivery appointment requirements from Spreadsheet
Date Shipped
Gross Weight
Carrier
Trailer Number or Pro #

Unless otherwise instructed, all bindery drop shipments are to be shipped on a prepaid, 3rd party billing basis. Our billing address is as follows:

Penguin Random House
400 Bennett Cerf Drive
Westminster, MD 21157
Attn: Logistics Services

Carton/Pallet Marking Instructions – Bindery Drop Shipments

If all cartons on a pallet are consigned to one customer (also known as a full pallet) two labels need to be affixed to the pallet at about mid-height on one side and the front of the pallet.

If the cartons on a pallet are for multiple customers (also known as a mixed pallet) each individual carton will need one label.

Carton/Pallet labels should be in compliance with the GS1-128 shipping labels as outlined in the BISG Guidelines for Shipping Container Labeling, which can be found online at <http://bisg.org/page/Guides> . Any bar-coded information must be based on GS1-128 symbology.

A sample of the recommended shipping label can be found in the Appendix of this document. Please refer to the BISG document regarding specifications as follows:

- Shipping Label Section – Outlines Size, Layout and Placement
- Appendix D – Data Definitions and Encoding – Provides descriptions, dimensions and barcode specifications for each zone. Also includes information regarding Application identifiers.

The ship from address should read as follows for all Random House shipment:
Random House, Inc.
1019 N. State Rd. 47
Crawfordsville, IN 47933

Carton/Pallets labels must include the information listed below:

**PRH Binders Kit
Crawfordsville, IN**

- Customer Name
- Customer Address
- Customer P.O. numbers
- Title – ISBN
- Cartons per pallet
- Books per carton
- US Cover Price/Canadian Cover Price

Multiple cartons/pallets should include notations such as, “carton 1 of 2, 2 of 2” or “pallet 1 of 2, 2 of 2”, etc.

Pallet Specifications – Bindery Drop Shipments

The standard pallet dimensions for bindery drop shipments are listed in Appendix A.

Jackets for Warehouse

If 1,000 or more jackets/covers remain after a print run please store them. If there are less than-1,000 please destroy them.

Only jackets that are for a book with a price of \$34.95 or more should be sent to our warehouse for storage. They should be trimmed and carton packed. The carton markings should include title, quantity, price, and ISBN. Please include Please follow the directions found on your purchase order or call the issuer for further instructions. (We will not pay storage charges for jackets or covers we did request to be stored.)

Invoices

Invoices should be sent to:

Attn: Accounts Payable
Penguin Random House
400 Hahn Road, Westminster, MD 21157

OR

Contact our A/P Dept. at 1-888-RHPAYME
For instructions on e-mailing invoices and
receiving payment electronically, if not currently
enrolled.

In order for the Accounts Payable Department to process your invoice, the following information **must** be included on your invoice. Invoices not containing this information will be returned to the vendor for corrections.

Required Fields:

**PRH Binders Kit
Crawfordsville, IN**

PRH SAP purchase order number
Invoice Date
Name of purchaser
Division

Invoice number
Full Title
ISBN
Printing Number

Quantity invoiced per line item, if applicable for **any** item invoiced. A proper description of the charge must be listed for **each** item billed.

The invoice **must** match the purchase order line for line. If the Purchase Order has three lines, your invoice must have three lines. This can be accomplished by subtotalling your invoice line items to match the purchase order. Invoices that do not match the purchase order line for line could be delayed for up to six months or returned to the vendor for corrections. If the job ordered requires additional work not listed on the purchase order, you must notify the purchaser of the change and ask them to update the purchase order.

Storage

Hardcover & trade paperback components (i.e. covers, jackets, inserts, etc.) left over after bind run may be destroyed if count is less than 1000 after bound book quantity has been fulfilled. Any component count 1000 and above after bound book quantity is fulfilled must be stored by you and any storage report or invoice generated by you must indicate quantity as well as retail price where component is a priced commodity.

Mass Market and Digest components (i.e. covers, inserts, etc.) left over after bind run may be destroyed if count is less than 2500 after bound book quantity has been fulfilled. Any component count 2500 and above after bound book quantity is fulfilled must be stored by you and any storage report or invoice generated by you must indicate quantity as well as retail price where component is a priced commodity. If an overage in components is the result of economic combination runs, these components should also be held in Random House inventory.

Any component stored in your facility on our behalf must indicate division, full title, ISBN, commodity stored and unit count in storage or we cannot and will not validate your storage invoice.

Jackets, covers or retail priced components as well as books held in inventory must show their retail price on inventory and storage reports and storage inventories.

Distribution of Advance Copies

Penguin Random House requires our binderies to supply advance copies of our titles for our use and approval. These copies should be sent as soon as finished copies are available from the bindery, with the copies for the orderer in the

**PRH Binders Kit
Crawfordsville, IN**

Production Department shipping first and separately, directly to orderer. All other shipments may be made in bulk and must be packed and addressed as indicated on bind order.

All copies needed are specified on our purchase order including shipping instructions.

Any estimates prepared by you for manufacture of titles should consider all of the above applicable packing and shipping requirements herein.

“Sample Books” going to our mailroom at 1745 Broadway or 345 Hudson for our in-house distribution must have the cartons clearly marked as “Initials” or “Reprints”.

Please do **not** mix initials and reprints in the same carton.

Routing Instructions

If the trailer is loaded to full visible capacity, seals should be applied and the seal number put on both the packing list and the bill of lading with a note to the carrier stating: “This number is to be reflected on your delivery receipt.”

Double stacking is permitted, but only with prior approval from the issuer of the purchase order.

Call the Random House Logistics Services Department to schedule pick up of shipments over 200 lbs (90.72 kg). For shipments under 200 lbs. ship prepaid by UPS.

Multiple shipments made in one day must be consolidated onto one master bill of lading or chargebacks will result from the overcharge in freight.

Should you need additional information concerning shipments to the Crawfordsville Distribution Center contact the Inbound Load Coordinator.

Inbound Load Coordinator

For shipments weighing over 200 lbs. and for Third Party shipments you must contact PRH Inbound Load Coordinator at 410-386-7792 during the hours of 7:30 AM – 4:00 PM EST.

After Hours Contact

To arrange for pick ups after hours in all states the please call 410-386-7707. during the hours of 4:30PM – 12:30AM EST.

Expedited Routings

**PRH Binders Kit
Crawfordsville, IN**

For expedited routings contact the Inbound Load Coordinator at 410-386-7792

Note: If unable to reach the Inbound Load Coordinator or the After Hours Contact via phone, please email DomesticTransportation@penguinrandomhouse.com for assistance.

Books Manufactured Offshore Cartoning Requirements

Books coming from offshore must comply with all instructions above.

Preferred Packing Method

The preferred method for packing our books is to have all books in cartons, and the cartons should be palletized for shipment in containers.

Cartons

The maximum and minimum allowable carton sizes are the same as for the U.S. The cartons should be sized to fill completely. Voids, especially in vertical dimension of the cartons, will cause load to settle/crush/fall apart in transit.

Packing Material

Packing material additional to the carton is discouraged unless it is necessary to stabilize the carton to protect the product

Pallets-

Block pallets will not be accepted. Use of block pallets may result in charge backs

Pallets sent to Crawfordsville must be 48 inches (121.9 cm) x 40 inches (101.6 cm). All wood used on pallets and tops must be free of insects and bark and in compliance with US Customs APHIS rules for wood.

Shrink-wrap is the preferred method of wrapping pallets, but stretch wrap is an acceptable alternative.

Please use top cap and bands as shown in Drawing 1189198 (Appendix C).

The maximum pallet weight is **1134 Kg (2500 lbs.)**.

The maximum pallet height is **51 inches** on the preferred size pallet (48 inches x 40 inches).

If you use pallets that are **not** 48 inches x 40 inches (non-Random House pallets), please stack to a maximum of only 43.4 inches (110 cm).

PRH Binders Kit Crawfordsville, IN

Double stacked loads are permitted and encouraged whenever the supporting product and packing material are adequate to carry the load. The total height of the layers must not exceed 86.8 inches (220 cm).

Each pallet must be identified with product information labels placed on the entry face of the pallet, with the bottom of the label at mid-height of the load (see Drawing 1189198 Appendix C). The label should contain:

Title	ISBN	Production Order Number
Bindery	U.S. cover price	Canada cover price
Books per carton	Number of cartons	Total books shipped
Purchase Order Number		

Containers

The maximum net weight per container:

For a 20 foot container –11,796 Kg (26,000 lbs.)

For a 40 foot container – 19,050 Kg (42,000 lbs.)

Containers should be loaded tight. Voids between the pallets must be filled or pallets blocked in place to avoid damages. To keep the last two top pallets from shifting against the doors, they should be banded to the pallets underneath, as shown on Drawing 1189199 (Appendix D).

Alternative (NOT Preferred) Packing Method

An alternate (but not preferred) method of packing cartons is to have all the books in cartons, and then brick stack the cartons on the container floor.

The **Carton** and **Packing Material** info is the same as for the preferred method.

Containers

Load the container with no front to rear or side to side voids. Preplan the load pattern so that each layer is solid.

Interlock the layers to avoid shifting.

Stack to a maximum height of 1980 mm (78 inches).

Secure the cartons at the rear to prevent shifting against the door, per Drawing 1189199 (Appendix D).

Container Weight Guidelines

20 FT. Container on Standard Chassis Maximum Load Weight	36,000 LB. / 16,330 KG.
20 FT. Container on 27' Slider Chassis Maximum Load Weight	42,000 LB / 19,050 KG

PRH Binders Kit Crawfordsville, IN

40 FT. Container (Steel) Maximum Load Weight 42,000 LB / 19,050 KG

40 FT. Container (Aluminum) Maximum Load Weight 42,000 LB / 19,050 KG

Please keep in mind that all of the above weights are based on a properly loaded container with the weight being evenly distributed in the container. If the weight is not evenly distributed and one end is heavier the possibility of being overweight on an axle exists, and a fine could be assessed.

Books Manufactured Offshore Marking Requirements

Carton Stenciling

Follow same rules as above

Product Marking Requirements

Each article of foreign origin must be marked with the country of origin in a conspicuous place and as legibly, indelibly and permanently as possible. In order to be considered as conspicuous, the country of origin marking shall not be embedded in a mass of other publication data. It is required that this marking be made conspicuous by using a contrasting color, or by using larger typeface and placing it slightly apart from the other publication information.

Invoice Requirements

Invoicing requirements for books manufactured in the United States (see page 15) also apply to books manufactured offshore. In addition, the following requirements apply to books and other articles manufactured offshore:

- a) The ISBN number for each item must be clearly marked on the invoice.
- b) The country of origin must be clearly indicated for each ISBN number on the invoice.
- c) The terms of sale must be clearly identified on the commercial invoice.
- d) If freight charges are prepaid (C&F or CIF Terms of Sale), they must be clearly itemized on the commercial invoice. The itemized amount must match the price paid (or payable) to the transportation company.
- e) The currency must be clearly indicated on the commercial invoice.

**PRH Binders Kit
Crawfordsville, IN**

- f) The commercial invoice must be in English or have an accurate English translation attached.
- g) The name of a responsible individual within your organization must be identified on the commercial invoice. This individual must have knowledge, or be able to readily obtain knowledge of the transaction

**** Please ensure that the Whse. Production Order Number is clearly listed on the Commercial Invoice. This number is located on the Penguin Random House Purchase Order. ****

Books Manufactured Offshore Shipping Requirements

Our purchase (bind) orders normally provide instructions for shipping the finished products.

Ship via ocean freight unless instructed otherwise. Air shipments must be authorized. Please ship using Express Release bills of lading.

Port of Discharge: Chicago, IL – unless we instruct otherwise
PLEASE DO NOT SEND THROUGH PORTS OF NEW YORK/NEW JERSEY

Broker for ocean shipments:

Expeditors	Phone:	443-734-7210
510 McCormick Drive, Ste K - N	E-mail:	Tanisha.Harper@expeditors.com
Glen Burnie, MD 21061	Contact:	Tanisha Harper
	E-mail:	Tanisha.Harper@expeditors.com
	Contact:	Matthew Andrews
	E-mail:	matthew.andrews@expeditors.com

Broker for AUTHORIZED air shipments:

Expeditors	Phone:	443-734-7210
510 McCormick Drive, Ste K - N	Contact:	Tanisha Harper
Glen Burnie, MD 21061	E-mail:	Tanisha.Harper@expeditors.com

**PRH Binders Kit
Crawfordsville, IN**

El Office	Role	El contact	Email	Phone
Hong Kong	Primary	Gordon Cheung	gordon.cheung@expeditors.com	852-21905164
Hong Kong	Primary	Patrick Yu	patrick.c.yu@expeditors.com	852-21905229
Hong Kong	Primary	Chris Ng	chris.ng@expeditors.com	852-21905249
Verona, Italy	Primary	Gianni Pietropoli	gianni.pietropoli@expeditors.com	39 045 8790524
Verona, Italy	Backup	Andrea Borin	andrea.borin@expeditors.com	39 45 8790532
Dubai	Primary	Rakshith.A	A.rakshith@expeditors.com	971 04 8061473
Dubai	Backup	Lakshmanan R	lakshmanan.r@expeditors.com	971-4-8061461
Lithuania (supporting Latvia)	Primary	Justinas Viesunas	Justinas.Viesunas@expeditors.com	370 65945132
Spain	Primary	Francisco Bellver Rodríguez	Francisco.bellver@expeditors.com	34 96 346 82 99
Spain	Backup	El OM Team	OM-Iberia@expeditors.com	
Austria (supporting Slovakia)	Primary	Michael Fraberger	michael.fraberger@expeditors.com	43 1 701 89 301
Austria (supporting Slovakia)	Backup	Dogukan Topkan	Dogukan.topkan@expeditors.com	
Shanghai	Primary	Nana Ji	Nana.ji@expeditors.com	86.21.5257.469 8 ext.1553
Shanghai	Backup	Patrici Chen	Patrica.chen@expeditors.com	
Singapore	Primary	Lorevie Martinez	Lorevie.martinez@expeditors.com	65-6510-7927
Singapore	Backup	Karmen Lai	Karmen.lai@expeditors.com	65-6510-7900
Germany - DUS	Primary	Anna Devries	Anna.devries@expeditors.com	+ 49-(0) 2151- 5300-640
Germany – DUS	Backup	Felicitas Cerutti	Felicitas.cerutti@expeditors.com	
Germany – FRA	Primary	Patrick Nunn	Patrick.nunn@expeditors.com	+ (0) 6142- 8351- 326
Germany – FRA	Back up	FRA Ocean Team,	Fra-oex@expeditors.com	+ (0) 6142- 8351- 0
India - DEL	Primary	Neeraj singh	Neeraj.singh@expeditors.com	+ 91 124 4978650
India- DEL	Backup	Pradip Sarkar	Pradip.sarkar@expeditors.com	91 22 4291 1100
India – BOM	Primary	Rupesh Gogawale	Rupesh.gogawale@expeditors.com	91 22 4291 1220 ext. 220

**PRH Binders Kit
Crawfordsville, IN**

India - BOM	Back up	Rashmi birje	Rashmi.birje@expeditors.com	
Malaysia	Primary	Nor Azatul Azman	norazatul.azman@expeditors.com	+603-7806 6288
Malaysia	Backup	Norulhuda Sarbangi	Norulhuda.sarbangi@expeditors.com	+603-7803 6370
Thailand	Primary	Chiraphon S	Chiraphon.s@expeditors.com	+668-6365-4994
Thailand	Backup	Bhurinphat B	bhurinphat.butrarat@expeditors.com	+662-670-1028 ext.8622
South Korea	Primary	Vincent Seo	Vincent.seo@expeditors.com	82-2-3475-5821
South Korea	Backup	Peter Lee	Peter.lee@expeditors.com	

Immediately after the books ship, please send a **set of original documents** (Ocean Bill of Lading, Commercial Invoice, Packing Slip) to Expeditors via courier service.

Please see Appendices E, F, G, and H for examples.

Appendix E and Appendix F are samples of Express Bills of Lading. It is Express by putting 'Express B/L' in the *Number of Original B/L* field. **See next page for full Express Bill Of Lading procedure.**

Appendix G is an example of a commercial invoice.

Appendix H is an example of a packing list.

A second set of documents (copies ok) must be sent to:

Random House
ATTN: Transportation Dept.
400 Bennett Cerf Drive
Westminster, MD 21157

If you have any questions, please contact:

Tracey Presley
Phone: 800-726-0600 ext.7717
Fax: 410-386-7715
E-mail: tpresley@penquinrandomhouse.com

Or

export-import@penquinrandomhouse.com

If the shipping terms are FOB (or any other term where Random House is responsible for the ocean freight charges), please contact the centralized Random House Forwarding Agent in the country of export. A comprehensive list of Forwarding Agents may be found in Appendix I. If you have any questions/concerns regarding the appointed Random House Forwarding Agent, please contact Jeffery Morton.

PRH Binders Kit Crawfordsville, IN

Please be aware that the United States Customs Service now requires that a shipping manifest be filed no later than 24 hours prior to vessel loading at the origin port. It is the Binder's responsibility to ensure that all required information (commercial invoices, packing lists, etc) are tendered to the Forwarding Agent in a timely manner in order to ensure compliance with this regulation.

Failure to provide documentation in a timely manner as noted above may result in the chargeback of any demurrage charges, fines or penalties incurred by Penguin Random House.

Express Bill of Lading Procedure

1. As soon as the shipment is on the water, please e-mail the following persons with the shipment details:

- Expeditors at BWI-PRH-import-requests@expeditors.com
- Export-import@penguinrandomhouse.com

- Production Supervisor (the person who issued the purchase order)

Please reference Subject line of e-mail as Shipping Schedule. E-mail should include the following:

- Title(s)
 - ISBN(s)
 - Number of copies of each title
 - Number of jackets for each title
 - ETD Port of Lading
 - Consignee (Random House or customer name if a drop shipment)
 - ETA Final Destination port
 - Vessel Name
 - Container #(s)
2. Institute the use of express bills of lading (see sample attached), which will eliminate delays caused by having to submit an original bill of lading to obtain steamship release.

The vendor is to instruct the shipping company that they are to send an express release bill of lading to their counterpart in Baltimore. The Baltimore office then notifies the freight forwarder that the shipment is issued on an Express Release bill. By the time the shipment reaches Baltimore, original documentation will not be needed by the forwarder to obtain steamship release. Freight will be released upon payment of collect charges, presentation of copy of express release bill of lading, and notice that the shipment is Customs released. Our Customs broker (Danzas) will have precleared the shipment with Customs prior to its arrival. Danzas will then issue delivery order to our specified carrier, which will pickup the freight from the rail yard or port. Our carrier will be responsible for palletization, if needed, and delivery to our Crawfordsville facility.

The shipping company is then to forward a copy of the bill of lading which will be marked "original bill of lading surrendered" or "Express Release B/L" to the vendor. Vendor will then email copies of the shipping documents (bill of lading, Pro Forma invoice, and packing list) to the following people

PRH Binders Kit Crawfordsville, IN

- Production Supervisor (person who initiated the purchase order for the shipment)
- Export-import@penguinrandomhouse.com
- If this is a drop shipment to one of our customers, please fax to 410-386-7049

Import Security Filing (ISF) Procedures – Also Known as 10+2

In an effort push supply chain security beyond US borders, the Department of U.S. Customs and Border Protection now requires that certain key data elements be reported on all shipments bound for the United States prior to loading on board the conveying vessel. In order to ensure strict compliance with this requirement, the following policies will be required on all Random House shipments that are exported to the United States.

FOB Shipments – (International freight paid by Random House)

Each shipper is required to complete an ISF request form and submit it to the designated *local* contact for Expeditors. This must be done no less than 3 business days prior to the vessel load date. Expeditors will submit the required information to U.S. Customs and secure confirmation of approval prior to loading the shipment on board the conveyance for transport.

C&F Shipments – (International freight paid by the binder/shipper)

Each shipper is required to complete an ISF Request Form and submit it via email to the addresses listed below no less than 5 business days prior to the vessel load date. Expeditors will submit the ISF information to U.S. Customs and secure a confirmation number. Expeditors will forward the confirmation number to shipper upon receipt. The shipper must provide the ISF confirmation number to their designated freight forwarder prior to loading the shipment on the conveying vessel. Failure to secure and report the proper ISF confirmation number prior to vessel loading will result in significant financial penalties which will be passed on to the shipper accordingly.

ISF Request Form Distribution List For C&F Shipments
export-import@penguinrandomhouse.com

Penguin Random House Bar Coding Standards

General Information

The EAN Bar Code

- The EAN is identical to the 13-digit ISBN.
 - As of 1/1/2007, new books carry the 13-digit ISBN above the bar code.
 - The ISBN should be displayed as ISBN: 978-1-234-56789-1 (hyphenation will vary and should match your assigned ISBN). It is not necessary to indicate ISBN-13.
 - Do NOT print the 10-digit ISBN.

Price Add-on

- All books must have a 5-digit price add-on with the EAN.
 - Books that are net priced or unpriced must be encoded with the 90000 price add-on.
 - Books priced over \$100 must be encoded with the 59999 price add-on.

Size

- Bar codes should appear at 100% magnification. For strippable product, cover 4 may be reduced by NO MORE THAN 20% and cover 2 by NO MORE THAN 10%. Given the realities of creating and manufacturing books, it is best to keep both cover 2 and cover 4 at 90%.
- At 100% magnification the height of the bar code is 1" and the width, including the price add-on, is 2 $\frac{3}{16}$ ".
- At 80% magnification (20% reduction) the overall size is approximately $1\frac{13}{16}$ " high by 1 $\frac{3}{4}$ " wide.
- Bar code heights must not be truncated or reduced in height.

Placement

- Bar codes must be placed on cover 4 (back cover) of all product. It is no longer acceptable to place bar codes on the bottom of boxes due to constraints at our customers and in Random House, Inc.'s Returns area.
- The bar code must be placed so that the bottom of the human readable text under the bar code is at least $\frac{1}{4}$ " above the bottom trim either centered or closer to the right-hand corner.
- The bars must be oriented vertically or in the "picket fence" configuration (see attached example).
- For "strippable" product the bar code must be placed on cover 2 following these guidelines:

PRH Binders Kit Crawfordsville, IN

- The bars must be positioned horizontally or in the “ladder” configuration with the lowest point of the bars located at exactly $\frac{3}{8}$ ” from the front edge of the cover.
- The bar code may be placed anywhere along the front edge as long as it is located at least $\frac{1}{2}$ ” from the top and bottom edges and there is at least $\frac{1}{4}$ ” of quiet space between either side of the bar code and any other text or graphics.
- All effort must be made to position the bar code clear of embossing or die cuts. Both embossing over bar codes and bar codes cut off by die cuts create issues in Returns.

Strippable Indicator

- A strippable indicator is a triangle, with each side approximately 0.3” in length and an “S” placed in the center.
- All strippable product must have a strippable indicator immediately to the right of the price add-on bar code.
- The non-strippable indicator, a triangle **without** an “S” in the center, must be placed on any format that may be considered strippable but for whatever reason is not currently strippable.
 - Trade paperback, digest, and color & activity books that are not strippable should carry a strippable indicator without the “S.”
 - Hardcover, board books, and audio product need not carry a strippable indicator.

Human Readable Information

- The human readable EAN must appear below the bar code.
- The human readable price add-on must appear above the price add-on bar code.
- The human readable ISBN must appear directly above the EAN bar code.
- The cover price must appear directly above the human readable ISBN in one of the following formats as rights apply:
 - US \$20.00/\$27.00 CAN
 - \$20.00 (U.S.)/\$27.00 (CAN.)

Quiet Zone

- A “Quiet Zone” (clear area with no printed text or color) to the left and right of the Bookland EAN symbol is necessary to protect the integrity of the bar code. It is recommended that this space be at least 0.25 inches wide on either side. There should be no printed border around the bar code. If a border is printed, it must be outside the Quiet Zone.

Color

- Print the bar code lines black on a white background.

BISAC Categories

- If you want to print the BISAC Subject Category, make sure to place it outside the Quiet Zone.

Cover 4 Bar Coding Examples

Hardcover – Jacketed & Unjacketed

US \$22.00 /\$28.00 CAN



- Retail cover price in US & CAN (depending on rights) – human readable.
- ISBN – human readable.
- EAN bar code and 5-digit price add-on representing US or CAN cover price.
- Human readable EAN below bar code, human readable 5-digit add-on above add-on bar code.
- Human readable retail cover price in US & CAN (depending on rights) must also appear on inside of front flap for a jacketed hardcover.

Trade Paper, All Paper Non-Strippable Product

US \$11.00/ \$14.00 CAN



- Retail cover price in US & CAN (depending on rights) – human readable.
- ISBN – human readable.
- EAN bar code and 5-digit price add-on representing US or CAN cover price.
- Human readable EAN below bar code, human readable 5-digit add-on above add-on bar code.
- Non-strippable Indicator (Δ) to the right of the bar code.

Mass Market, Strippable Paper, Covers 2 and 4

US \$6.99 / \$8.99 CAN



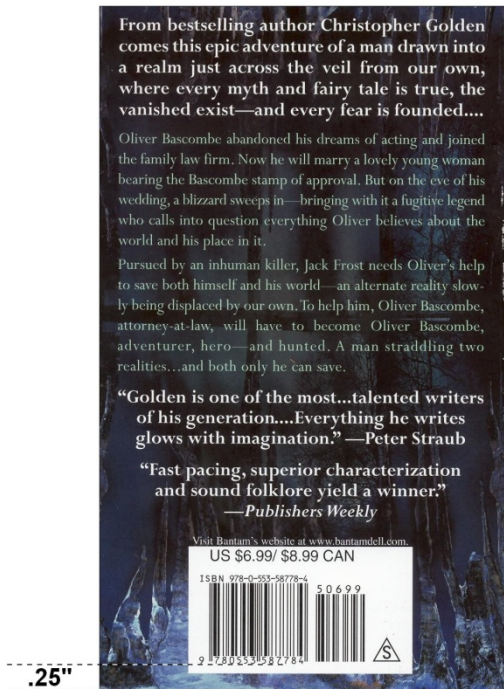
- Retail cover price in US & CAN (depending on rights) – human readable.
- ISBN – human readable.

PRH Binders Kit Crawfordsville, IN

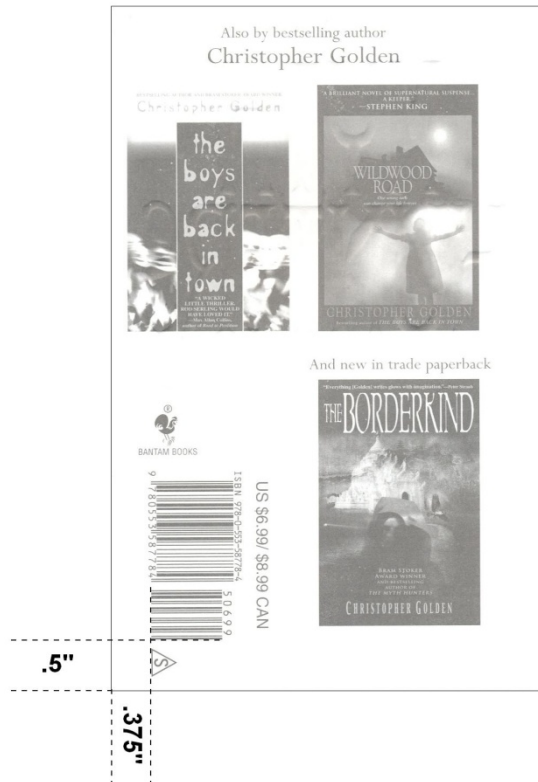
- EAN bar code and 5-digit price add-on representing US or CAN cover price.
- Human readable EAN below bar code, human readable 5-digit add-on above add-on bar code.
- Strippable indicator (Δ with an "S" in the center) to the right of the bar code.

Bar Code Orientation & Placement Examples

Cover 4 "Picket Fence" Configuration

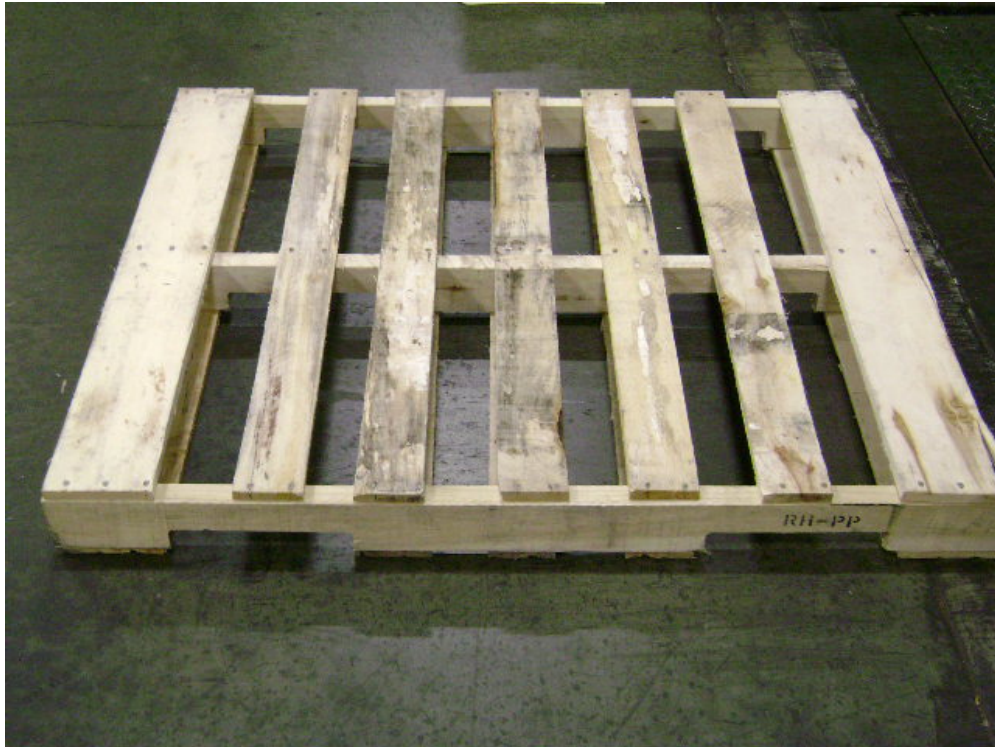


Cover 2 "Ladder" Configuration



**PRH Binders Kit
Crawfordsville, IN**

Appendix A



Penguin Random House Requirements

48" x 40" (121.9 cm x 101.6 cm) Grocery Industry 4-way
GMA standard pallet

Deck boards: 5/8" minimum thickness, end boards 5 1/2"
width minimum. Boards must be spaced with a 3" maximum gap.

Stringers: 1 1/8" x 3 1/2" (plus 1/4", minus 0") x 48" hardwood

Side cutouts must meet GMA specifications

Protruding nail heads or points are not permitted

No broken deck boards or stringers will be allowed

Side Stencil - Side stringers should be stenciled with

Random House or PRH, date of manufacture and the manufactures' name or other identification

Pallets heat treated for export shipment: Both ends of the center stringer must be painted red and the side stringers must be marked with the IPPC Heat Treat stamp. Each heat treated must only contain one stamp. If reconditioned pallets are specified, they must meet the above requirements and repairs must be limited to replacement of lumber or repair with metal plates consistent with industry standard Grade #1 or A Grade.

If grade #2 or B grade is specified, pallets must meet the above requirements and have 2 or less repaired stingers.

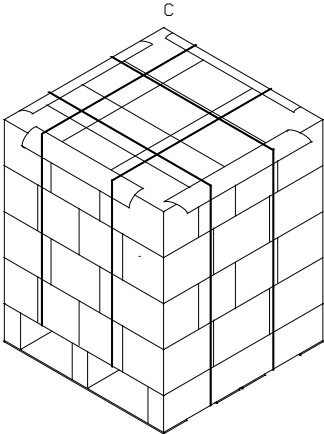
Where components and dimensions are not specified, the 48"x 40" Grocery Industry 4-way GMA standard pallet minimum specifications will apply.

REVISIONS GENERAL REVISIONS AND REPAIR ON CADD JOB #20-0416 METHOD DESCRIPTION FOR REPAIR METHOD D. UNIT JOB #10-94 METHOD F. ELIMINATED JOB #10-94 ADDITIONAL INFO. ADDED TO GEN. JOB #42-95 PIN NUMBER LOCATION TO PAGE 1 ENG. & AVENEL REFERENCE DELETED GENERAL REVISION JOB #13-97 GENERAL REVISION JOB #18-97 GENERAL REVISION JOB #18-97 GENERAL NITE 5- B-6 VAS PLASTIC FOAM 1/32" SEE PAGE 2 FOR ADDITIONAL REV	RANDOM HOUSE INC. PALLET WRAPPING AND STRAPPING JDBOWMAN 8-6-69 PAGE 1 OF 8 1189900
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PRH Binders Kit
Crawfordsville, IN

ANGLE BOARD

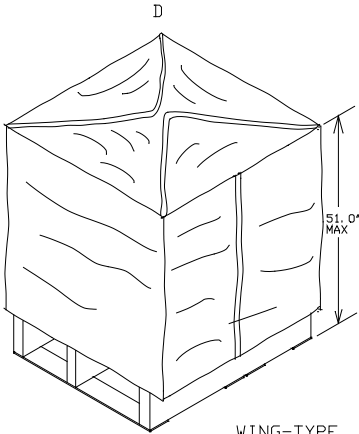
C



PALLET SHRINK WRAP

LOOSE BOOKS

D



51.0\" data-bbox="844 348 864 378"/>

MAX

WING-TYPE
PALLET

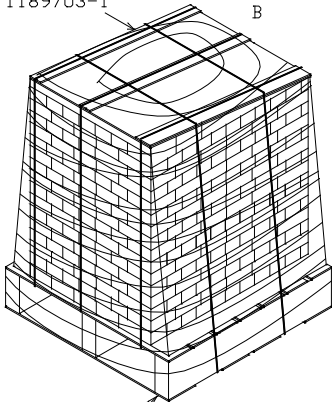
<div>REVISIONS</div> <div>GENERAL REVISIONS</div> <div>PER ELDT SUBEL</div> <div>JDB 1-10-00</div> <div>24</div>	RANDOM HOUSE INC.	
	PALLET WRAPPING AND STRAPPING	
	JDBOWMAN	8-6-69
	PAGE 2 OF 8	1189900

PRH Binders Kit
Crawfordsville, IN

STRETCH WRAP
LOOSE BOOKS

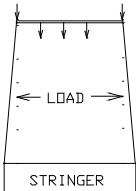
1189703-1

B



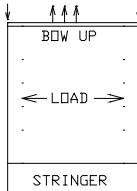
1189707-1

PRESSURE



CORRECT

BOW UP



WRONG

MAINTAIN 1" CLEARANCE ON ALL FOUR SIDES TO PREVENT BOOK DAMAGE DUE TO ABRASION IN TRANSIT.

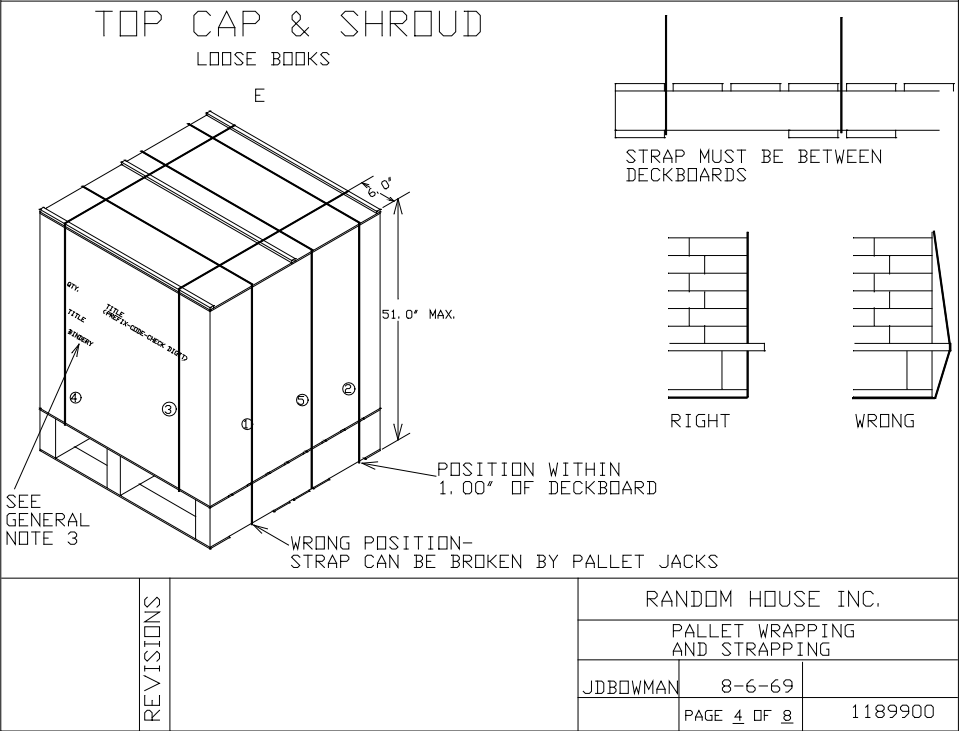
RANDOM HOUSE TOP CAP IS DESIGNED 2" SMALLER IN LENGTH AND WIDTH TO CORRECTLY ADDRESS PRESSURE POINTS. (SEE ABOVE)

REVISIONS	RANDOM HOUSE INC.	
	PALLET WRAPPING AND STRAPPING	
	JDBOWMAN	8-6-69
	PAGE 3 OF 8	1189900

Rev. July 2022

40

PRH Binders Kit
Crawfordsville, IN



PRH Binders Kit
Crawfordsville, IN

Appendix B



PENGUIN RANDOM HOUSE LLC

Purchase order

PO number/date
5165912/02/22/2022

Vendor Number: 93178
PACIFIC PIER INC
D/B/A LEO PAPER USA
1180 NW MAPLE ST STE 102
ISSAQUAH WA 98027-8106

Phone: 425-646-8801
Fax: 425-646-8805

Email U.S. Invoices To:
cinvoicing@penguinrandomhouse.com (non-discount)
discinv@penguinrandomhouse.com (discount invoices)
Contact our A/P Dept. at 1-888-RHPAYME
or AP-PRH@penguinrandomhouse.com

Contact Information:
Please direct inquiries to:
Production Manager

Canada Invoices Send To:
Penguin Random House Canada Limited
320 Front Street West, Suite 1400
Toronto, ON M5V 3B6
Email:apprhcanada@penguinrandomhouse.com

Delivery date 06/15/2022

This purchase order is subject to the terms and conditions set forth at
<http://www.penguinrandomhouse.biz/vendors/terms> and
on the reverse side of this document (or on the final page if
the document is in multiple pages). The same terms and
conditions apply to orders sent electronically or by fax.

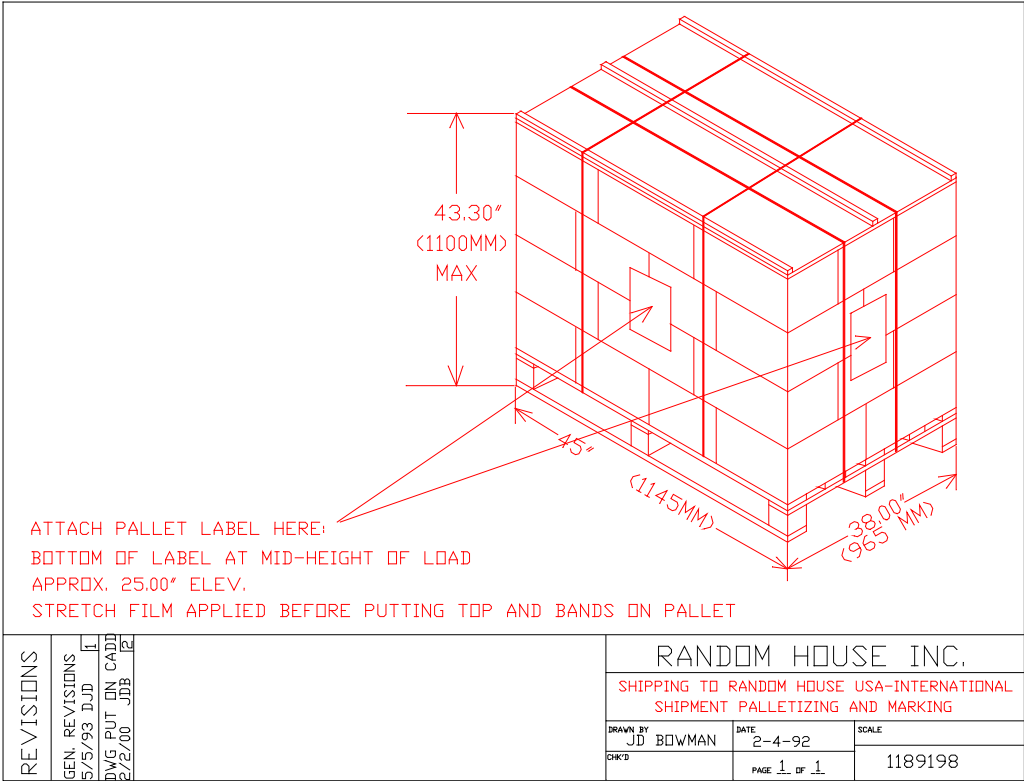
Terms payt.: Within 60 days Due net

Currency USD

TRANSFER TITLE Please confirm the COST and SCHEDULE

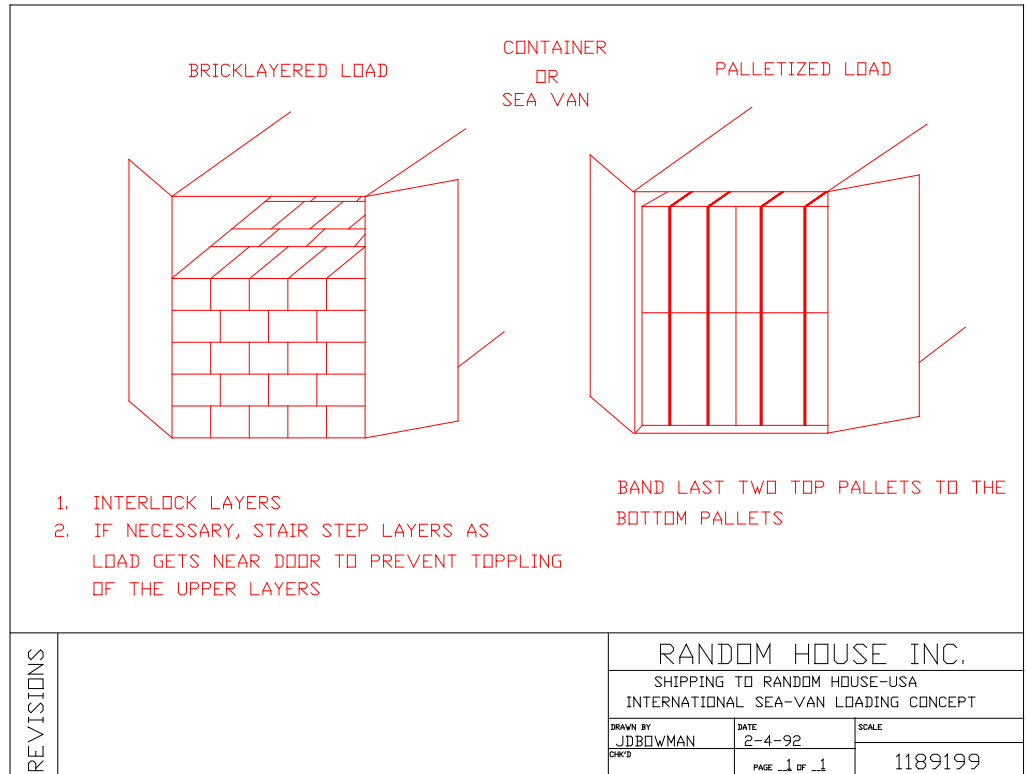
Item	Material Order qty.	Unit	Description	Price per unit	Net value
00001	20,000	Each	9781400074464_RG19 Bind Books	1.01	20,200.00
			WHSE Production Order Number : 3201146		
			Bind Production Order Number : 3237785		
			Text Production Order Number : 3237782		
			Cvjk Production Order Number : 3237783		
			Pptd Production Order Number : 3237784		
			Production Order Price Batch : 1099/1250R		
			Visible Barcode : EAN		
			Whse Delivery Address: Westminster Reorders 400 Bennett Cerf Dr.		
			Title - Short: GOD GAVE US HEAVEN		

PRH Binders Kit
Crawfordsville, IN
Appendix C



**PRH Binders Kit
Crawfordsville, IN**

Appendix D



PRH Binders Kit
Crawfordsville, IN

Appendix E

Shipper (1) <div style="font-size: 2em; text-align: center;">(Shipper)</div>		Copy BILL OF LADING	
Shipper's status: Consignee (if not negotiable unless consigned to order) (2) <div style="font-size: 2em; text-align: center;">(Consignee)</div>		Voyage No. <div style="text-align: right;">MSCUC 2082150</div> <div style="text-align: center; font-size: 2em; font-weight: bold;">m SC</div>	
Notify party (if not negotiable unless consigned to order) (3) <div style="font-size: 2em; text-align: center;">(Notify Party)</div>		C1501067 mediterranean shipping company S.A. GENEVA	
Pre-carriage by (4)	From (through transport) (5)	"Said to contain, the carrier had no means to verify shippers' representation and the latter to be ultimately responsible for shortages established at destination in case the container is discharged with the same seal as noted on this bill of lading"	
EXPECTED CONNECTION VESSEL XINGANG (6) LE HAVRE (7)			
Port of discharge (8)	Final destination (through transport) (9)	On-carriage by (10)	Number of Original Bill (11)
BALTIMORA			EXPRESS B/L
Carrier's Receipt (12) ALL PARTICULARS FURNISHED BY SHIPPER, CARRIERS MAKE NO REPRESENTATION (13)			
Marks and Numbers BOX 20' MSCUC121091/8 SEAL 09542 BEAL COMPANY AS PER MANIFEST	No. of Packages 15 PACKAGES	Description of Goods SAID TO CONTAIN: BOOKS FREIGHT PREPAID CVC PREPAID T.V.R. 00.020 SEA WAY BILL	Gross Weight-Measurement 5650.00
		(Hazardous merchandise to be marked with an asterisk) PCL/FCL	
Total Number of Packages:		11 box 5 and/or 9 filled out, this is a through Bill of Lading (see clause 3)	
Containers may be stripped at the quay after the expiry of the free period, at the carrier's option, and at the risk and expense of the cargo.			
Before loading the Carrier is given three days container detention which includes the day of collection on quay, as well as allowing a free period in accordance with the tariff of the manifested destination and as advised by the local Agent from the day of discharge on vessel. Container, trailer and other equipment, detritage is voided thereafter. All containers to be the joint and several responsibility of the Shipper and Consignee and must be re-delivered clean and undamaged to a place nominated by the Carrier, failing which the Shipper and Consignee shall be liable for the cost.		Special allocation of freight and charges <div style="font-size: 2em; text-align: center;">ATTN Wendy</div>	
RECEIVED FOR SHIPMENT in apparent external good order and condition the container, other packages or units bearing marks and/or numbers indicated in the "Carrier's Receipt" above, used to contain the quantity of goods, weights and measurements indicated in the "Particulars" furnished by the "Shipper" above which particulars have not been checked or verified by the Carrier. Such particulars are for Shipper's and Consignee's use only and are not part of the Bill of Lading terms and are not binding on the carrier.		IN ACCEPTING this Bill of Lading the Merchant agrees to be bound by all the terms, conditions, limitations and exceptions whether printed, stamped or written hereon and on page 1 and in particular agrees that the Carrier shall have the right to stuff cargo in containers and to carry on deck all kinds of containers including trailers, tanks, flat, canvas top, pallets or similar articles used to consolidate goods.	
If this Bill of Lading is consigned to order, i.e., is a negotiable Bill of Lading, (see "CON-SIGNED" box above), then one of the originals of the Bill of Lading must be surrendered duly endorsed in exchange for the goods or a delivery order.		LIVERNO 05 OCT 2000	

PRH Binders Kit
Crawfordsville, IN

Appendix F

(Forwarding Agents)

Shipper

B/L No.

NYKS002306645



NYK LINE
NIPPON YUSEN KAISHA

Consignee

RANDOM HOUSE, INC.
400 HAHN ROAD
WESTMINSTER, MARYLAND 21157, U.S.A.
ATTN: MS. WENDY-CAREY LEPPD
**

BILL OF LADING

Notify Party

RECEIVED by the Carrier from the Shipper in apparent good order and condition unless otherwise indicated herein, the Goods, or the container(s) or package(s) said to contain the cargo herein mentioned, to be carried subject to all the terms and conditions provided for on the face and back of this Bill of Lading by the vessel named herein or any substitute at the Carrier's option and/or other means of transport, from the place of receipt or the port of loading to the port of discharge or the place of delivery shown herein and there to be delivered unto order or assigns.

If required by the Carrier, this Bill of Lading duly endorsed must be surrendered in exchange for the Goods or delivery order.

In accepting this Bill of Lading, the Merchant agrees to be bound by all the stipulations, exceptions, terms and conditions on the face and back hereof, whether written, typed, stamped or printed, as fully as if signed by the Merchant, any local custom or privilege to the contrary notwithstanding, and agrees that all agreements or freight engagements for and in connection with the carriage of the Goods are superseded by this Bill of Lading.

In witness whereof, the undersigned, on behalf of Nippon Yusen Kaisha, the Master and the owner of the Vessel, has signed the number of Bill(s) of Lading stated under, all of this tenor and date, one of which being accomplished, the others to stand void.

Pre-carriage by

Place of Receipt

TOKYO CY

Ocean Vessel

81E95

Port of Loading

TOKYO, JAPAN

NYK SPRINGTIDE

Port of Discharge

Place of Delivery

BALTIMORE, MD DRT

LOS ANGELES, CA

Final Destination (for the Merchant's reference only)

Container No. Seal No. Marks & Nos.

No. of Containers or Pkgs.

Kind of Packages

Description of Goods

Gross Weight

Measurement

** TEL. (410)848-1900 EXT. 4006
FAX (410)386-7715
*** ATTN: MS. SHARON BROWN
TEL. (410)539-0540
FAX (410)547-6936

"SHIPPER'S LOAD & COUNT" "SAID TO CONTAIN"
7 CONTAINERS

NO MARK

MLCU4775849 NYKLRTX266
NYKU6678118 NYKLRTX247
TEXU7384421 NYKLRTX230
TEXU7416088 NYKLRTX252
TRIUS490449 NYKLRTX260
TRLU4495800 NYKLRTX235
TRLU4585626 NYKLRTX271

BOOKS

"IN TUSCANY"

"ALFRED PORTALE'S TWELVE"

164 PALLETS

(8,761 CARTONS)

"FREIGHT PREPAID"

133,862
(132,252)

226.080
(203.706)

TOTAL NUMBER OF CONTAINERS
OR PACKAGES (IN WORDS)

SEVEN (7) CONTAINERS ONLY

M.L.B. CARGO

FREIGHT & CHARGES

Revenue Tons

Rate

Per

Prepaid

Collect

B.FRT (12-00219A)

40'X

7 USD

VAN USD

C.A.F.

(USD

8.00% USD

B.S.C.

40'X

USD

VAN USD

PEAK SEASON SURCHG

40'X

7 USD

VAN USD

DRT CHARGE

40'X

7 USD

VAN USD

T.H.C. (L)

40'X

7 JPY

VAN JPY

USD TOTAL

JPY TOTAL

USD

JPY

(@JPY

/USD)(JPY

Ex. Rate

Prepaid at

Payable at

Place of B(s)/L Issue

Dated

TOKYO

DESTINATION

TOKYO

SEP. 10, 2000

Total Prepaid in Local Currency

Number of Original B(s)/L

NIPPON YUSEN KAISHA

EXPRESS B/L

PRH Binders Kit
Crawfordsville, IN

Appendix G

Shipper:
ABC Book Company
Hong Kong

INVOICE # ABC123

DATE : 16-Jul-2001
PAGE : 1 / 1

CONSIGNEE:
RANDOM HOUSE INC
400 HAHN ROAD
WESTMINSTER
MD 21157 USA

VESSEL : NYK PROCYON 52E27
ETD : 10-Jul-2001 ETA : 1-Aug-2001
FROM : HONG KONG TO : BALTIMORE
TERMS : CIF BALTIMORE

PARTICULARS	COUNTRY OF ORIGIN	JOB NO.	QUANTITY COPIES	UNIT PRICE USD	AMOUNT USD
PRINTED BOOKS TO BE ENTITLED :					
Fodor's - Europe's Great Cities	CHINA	00-03-404	7,002	6.4	44,812.80
ISBN # 0-679-00365-7 Whse. Production Order # - 1234567					
Babar's Bath Book	CHINA	00-03-405	500	.75	375.00
ISBN# 0-679-83434-6 Whse. Production Order # - 2345678					

Prepaid Ocean Freight Charges - \$3,750 USD
Prepaid Insurance Charges - 65 USD

TOTAL 45,187.80

Total USD – Forty five thousand one hundred eighty seven and eight cents only

FOR AND ON BEHALF OF

AUTHORIZED SIGNATURE
JOHN DOE – ABC Book Company
Phone – 011-XX-XXXXXXX
Fax: - 011-XX-XXXXXXX
E-Mail: John.Doe@abcbookcomp.com

PRH Binders Kit
Crawfordsville, IN

Appendix H

PACKING LIST

CONSIGNEE			INVOICE NO. 30001		
RANDOM HOUSE, INC. 400 Hahn Road Westminster, Maryland 21157, U.S.A. Attn: Ms. Wendy Carey Leppo Tel: (410) 848-1900 ext. 4000 Fax: (410) 386-7715			DATE SEPT. 10, 2000		
SHIPPED PER "NYK SPRINGTIDE"			SAILING ON/ABOUT SEPT. 10, 2000		
FROM TOKYO		VIA	LOS ANGELES		
TO BALTIMORE					
PACKAGE NO.	DESCRIPTION	QUANTITY	NET WEIGHT	GROSS WEIGHT	MEASUREMENT
BOOKS					
"IN TUSCANY" Warehouse Production Order #7199048					
CONTAINER NO. TEXU-7384421					
P/NO. 1-24	24 PALLETS	@54 Ctns. 1,296 Ctns.	@12 cps. 15,552 cps.	@825 Kgs. 19,800 Kgs.	
CONTAINER NO. TRLU-4495800					
P/NO. 25-48	24 PALLETS	@54 Ctns. 1,296 Ctns.	@12 cps. 15,552 cps.	@825 Kgs. 19,800 Kgs.	
CONTAINER NO. NYKU-6678118					
P/NO. 49-72	24 PALLETS	@54 Ctns. 1,296 Ctns.	@12 cps. 15,552 cps.	@825 Kgs. 19,800 Kgs.	
CONTAINER NO. TEXU-7416088					
P/NO. 73-96	24 PALLETS	@54 Ctns. 1,296 Ctns.	@12 cps. 15,552 cps.	@825 Kgs. 19,800 Kgs.	
CONTAINER NO. MLCU-4775849					
P/NO. 97-116	20 PALLETS	@54 Ctns. 1,080 Ctns.	@12 cps. 12,960 cps.	@825 Kgs. 16,500 Kgs.	
CONTAINER NO. TRLU-5490119					
P/NO. 117-136	20 PALLETS	@54 Ctns. 1,080 Ctns.	@12 cps. 12,960 cps.	@825 Kgs. 16,500 Kgs.	

To be Continued

PRH Binders Kit
Crawfordsville, IN

PACKING LIST

CONSIGNEE			INVOICE NO. 10021		
PAGE 2			DATE SEPT 10, 2000		
SHIPPED PER			SAILING ON/ABOUT		
FROM			VIA		
TO			MARKS & NUMBERS		
PACKAGE NO.	DESCRIPTION	QUANTITY	NET WEIGHT	GROSS WEIGHT	MEASUREMENT
CONTAINER NO. IRLU-4585626					
P/NO.137-155	19 PALLETS	@54 Ctns. 1,026 Ctns.	@12 cps. 12,312 cps.	@825 Kgs. 15,675 Kgs.	
P/NO.156	1 PALLET	31 Ctns.	@12 cps. 372 cps.	480 Kgs.	
	Extra Jackets		2 B/Ls. (1,000 shfs.)		
P/NO.158-163	6 PALLETS	@54 Ctns. 324 Ctns.	@12 cps. 3,888 cps.	@825 Kgs. 4,950 Kgs.	
P/NO.164	1 PALLET	10 Ctns.	@12 cps. 120 cps.	165 Kgs.	
P/NO.157	"ALFRED PORTALE'S TWELVE"	Warehouse Production Order #7128484			
	1 PALLET	26 Ctns.	@8 cps. 208 cps.	392 Kgs.	
TOTAL		7 CONTAINERS (8,761 Cartons on 164 PALLETS)	105,028 cps.	133,862 Kgs.	
B/L No. NYKS002306645					
CARTON MARK		ISBN 0-7679-0535-0		"The solid wood packing materials are totally free from bark, and apparently free from live plant pests."	
IN TUSCANY		35 LBS.			
12 CPS / CTN		BROADWAY BOOKS			
U.S. / CANADA					
ON SALE DATE: 10/31/2000					
CATEGORY: TRAVEL-PICTORIALS					
PRINTED IN JAPAN					
ALFRED PORTALE'S TWELVE		ISBN 0-7679-0606-3		TOPPAN PRINTING CO., LTD.	
8 COPIES / CTN		33 LBS.			
U.S. / CANADA		BROADWAY BOOKS			
ON SALE DATE: 10/17/2000					
CATEGORY: COOKBOOKS - SEASONAL					
PRINTED IN JAPAN					

**PRH Binders Kit
Crawfordsville, IN**

Appendix I

Freight Forwarder Contacts

El Office	Role	El contact	Email	Phone
Verona, Italy	Primary	Gianni Pietropoli	gianni.pietropoli@expeditors.com	39 045 8790524
Verona, Italy	Backup	Andrea Borin	andrea.borin@expeditors.com	39 45 8790532
Dubai	Primary	Rakshith.A	A.rakshith@expeditors.com	971 04 8061473
Dubai	Backup	Lakshmanan R	lakshmanan.r@expeditors.com	971-4-8061461
Lithuania (supporting Latvia)	Primary	Justinas Viesunas	Justinas.Viesunas@expeditors.com	370 65945132
Spain	Primary	Francisco Bellver Rodríguez	Francisco.bellver@expeditors.com	34 96 346 82 99
Spain	Backup	El OM Team	OM-Iberia@expeditors.com	
Austria (supporting Slovakia)	Primary	Michael Fraberger	michael.fraberger@expeditors.com	43 1 701 89 301
Austria (supporting Slovakia)	Backup	Dogukan Topkan	Dogukan.topkan@expeditors.com	
Shanghai	Primary	Nana Ji	Nana.ji@expeditors.com	86.21.5257.4698 ext.1553
Shanghai	Backup	Patrici Chen	Patrica.chen@expeditors.com	
Singapore	Primary	Lorevie Martinez	Lorevie.martinez@expeditors.com	65-6510-7927
Singapore	Backup	Karmen Lai	Karmen.lai@expeditors.com	65-6510-7900
Germany - DUS	Primary	Anna Devries	Anna.devries@expeditors.com	+ 49-(0) 2151-5300-640
Germany – DUS	Backup	Felicitas Cerutti	Felicitas.cerutti@expeditors.com	
Germany – FRA	Primary	Patrick Nunn	Patrick.nunn@expeditors.com	+ (0) 6142- 8351- 326
Germany – FRA	Back up	FRA Ocean Team,	Fra-oex@expeditors.com	+ (0) 6142- 8351- 0
India - DEL	Primary	Neeraj singh	Neeraj.singh@expeditors.com	+ 91 124 4978650
India- DEL	Backup	Pradip Sarkar	Pradip.sarkar@expeditors.com	91 22 4291 1100
India – BOM	Primary	Rupesh Gogawale	Rupesh.gogawale@expeditors.com	91 22 4291 1220 ext. 220
India - BOM	Back up	Rashmi birje	Rashmi.birje@expeditors.com	
Malaysia	Primary	Nor Azatul Azman	norazatul.azman@expeditors.com	+603-7806 6288
Malaysia	Backup	Norulhuda Sarbangi	Norulhuda.sarbangi@expeditors.com	+603-7803 6370
Thailand	Primary	Chiraphon S	Chiraphon.s@expeditors.com	+668-6365-4994
Thailand	Backup	Bhurinphat B	bhurinphat.butarat@expeditors.com	+662-670-1028 ext.8622
South Korea	Primary	Vincent Seo	Vincent.seo@expeditors.com	82-2-3475-5821
South Korea	Backup	Peter Lee	Peter.lee@expeditors.com	

PRH Binders Kit
Crawfordsville, IN

Appendix J

Sample GS1-128 Shipping Label Document

SHIP FROM: HAPPY PUBLISHER, INC (123) 456-7890 BUILDING ONE 1234 BESTSELLER LANE PUBVILLE, US 54321-1234	SHIP TO: EFFICIENCY DISTRIBUTION CORP. (987) 654-3210 DOOR NUMBER 01 BUILDING THREE 4321 GETEMOONTH WAY BOOKLAND US 98765-1234
 (420) 98765	Best Freight PRO #: 123456789 B/L #: 65432
PO Number: 1234567890 Dept #: B-1234 Ctn Qty: 35	
Invoice #: 987654321 Carton #: 1 of 10 Ctn Weight: 12 LBS Ship Lane: BF-03	
SSCC  (00) 0 1234567 012345678 2	