Penguin Random House

Westminster, MD

Binders Kit

Packing, Marking, Shipping, and Invoicing Instructions for all shipments to the Westminster Distribution Centers

PRH Binders Kit
Westminster, MD

Important information for Manufacturers of Penguin Random House Books and Non- book products shipping to the Westminster Distribution Centers

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 Westminster Distribution Centers 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 at 410-386-7086

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Revision Page

Revision	Date	Page	Changes
18	1/2010	8	Country of Origin for products needs to be printed on the cartons regardless of where they are produced
19	7/2011	20	Updated Invoicing with 1-888-RHPAYME
20	2/2012	A p	Freight Forwarder contact info
21	7/2012	Ap p. I	DHL contact info
22	11/2014	Entire	Update company name; add Penguin division information for
23	1/2016	7-9	Carton packing information
24	5/2017		Transportation contact info GTIN/carton marking info
25	10/2020	55-56	Transportation/DHL contact info
26	5/2021	12-16	Carton label update; adding Printer/Vendor Facility ID code and printing number

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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 wants to have the printer reimburse the costs of the rework once it is performed, either by Westminster 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.

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 can be done in house, at an outside rework vendor, or sent back to the binder.

3. Stock Control will contact the Inventory Managers/Production/NY or the PRH Canada Inventory department about the quality issue.

4. 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

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.

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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 ¼ 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 ¼ 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 ¾ (w) x 18 5/8 (l)

6 1/8 x 9 ¼ 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 a 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.

Oversized and Non-book Product

Any oversized (i.e., coffee table/picture books) items must 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 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.

Westminster: Oversized Item Dimensions			
Length	Width	Height	Total Cube
19.5	13.5	8	2106

Dimensions are measured in inches.

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

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.

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). Book spines where possible should face toward center to avoid rubbing carton corrugation on multiple stacked cartons.

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

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)
- 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

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: 35K
- Trade paperback: 25K
- Mass market: 150K
- Picture Books: 15K
- Digest and other paperback trims: 25K
- Audio: 10K
- Pre-packs (with corrugate): always include
- Mixed Initial titles: always include
- Non-traditional: 10K
- Box-set delivering as finished goods: 25k

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**.

Portion of a PRH Purchase Order

RANDOM HOUSE, INC.

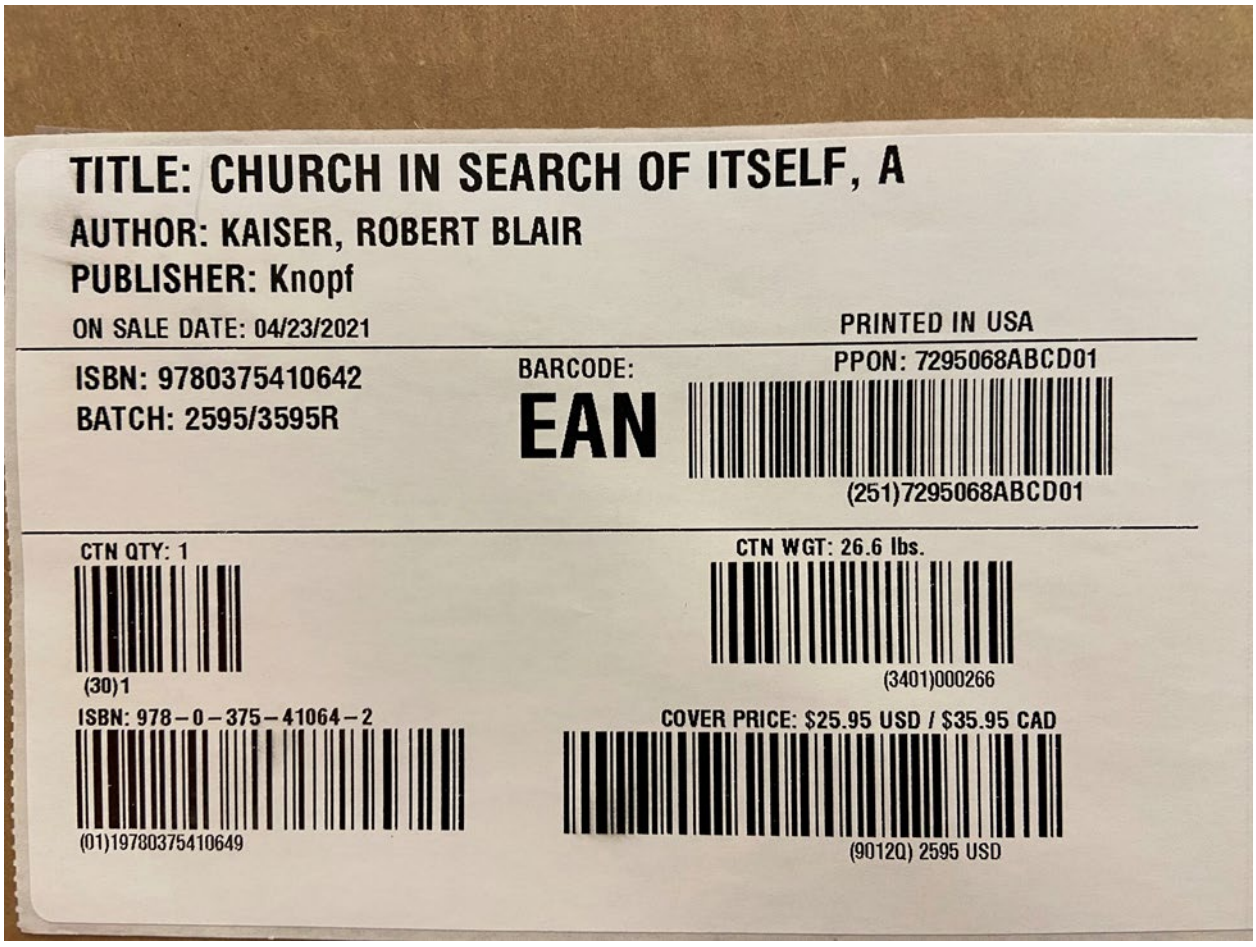
Purchase order

PO number/date 2218878/09/11/2001 *Page* 2
Changed on: 06/21/2006

Item	Material / Description	Order qty.	Unit	Price per unit	Net value

Cvjk Production Order Number : 7295068
Production Order Price Batch : 2500/3800R
Visible Barcode : EAN
Title - Short: AVA'S MAN
Contrib1: BRAGG, RICK
ISBN: 9780375410628
Ten Digit ISBN: 0375410627
Book Type: Reprint
Printing Number: 02
Version ISBN: 9780375410628_RG02
Version/Edition: Regular Edition
Whse Del Date: 09/21/2001
RH Division: Knopf
Format: Hardcover
Imprint: Knopf
On Sale Date: 08/21/2001
BISAC Subject Category 1: BIOGRAPHY & AUTOBIOGRAPHY
Retail Price USA: 25.00
Retail Price Can: 38.00

PRH Recommended Label Standard



GTIN example (GS1-128 format)

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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

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@penguinrandomhouse.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.

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 ¾” 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 Westminster Distribution Center, identify the pallet by using one of the following addresses as instructed by the print bind order:

All **initials and reprints done Prior to the on sale date** go to:

Penguin Random House
400 Hahn Road
Westminster, MD 21157
Fax: 1-410-386-7795

All **reprints done after the on sale date** go to:

Penguin Random House
400 Bennett Cerf Drive
Westminster, MD 21157
Fax: 1-410-386-7789

Do not 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.

Products for both addresses can be mixed on a trailer, but do not mix them throughout the trailer. We prefer to have the reprints loaded first (going to Bennett Cerf), and the initials loaded last (going to Hahn) so the initials can be delivered and unloaded first. There **MUST** be separate BOLs for each delivery address.

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

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 Penguin Random House Purchase Order. The Warehouse Production Order number is the seven-digit number that starts with a '9' or '1'.

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 separated for each delivery address (if there is a drop off at Hahn Rd. and a final stop at Bennett Cerf Dr. as outlined under 'Identification of Stock for Shipment'). 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

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.
Hahn Road deliveries 410-386-7732
Bennett Cerf deliveries 410-386-7786

Billing address for freight payments that must go on the BOL

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 PRH NY or Canada contact person:

Penguin Random House Attn: Accounts Payable 400 Hahn Rd. Westminster, MD 21157	or, if RH Canada	Penguin Random House 1 Toronto St., Suite 300 Toronto, Ontario M5C 2V6

This will serve not only as a bill of lading, but also as a shipping manifest. A copy should be faxed to the PRH Transportation Department at 410-386-7715. If this is a Random House of Canada shipment, please fax BOL to 416-364-6863.

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 Penguin 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
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:

- 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 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 subtotaling 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 Penguin 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 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 Penguin Random House Logistics Services Department Inbound Load Coordinator listed below to schedule the 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 Westminster Distribution Center contact the Inbound Load Coordinator assigned to your area.

Inbound Load Coordinator

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

After Hours Contact

To arrange for pick ups after hours in all states please call 410-386-7707 during the hours of 4:00PM – 12:30AM EST.

Expedited Routings

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

Penguin Random House's preferred pallet size is 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 **2500 lbs. (1135 Kg).**

The maximum pallet height is **51 inches (129.5 cm)** on the preferred size pallet (48 inches x 40 inches).

If you use pallets that are **not** 48 inches x 40 inches (non-PRH pallets), please stack to a maximum of only 43.4 inches (110.2 cm).

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 (220.5 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 – 26,000 lbs. (11,796 Kg)

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

Containers should be loaded tight. Voids between the pallets must be filled or pallets blocked in place. Loads that shift will be damaged. 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
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.

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.

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

Port of Discharge: Baltimore, MD – unless we instruct otherwise

PRH Binders Kit
Westminster, MD

PLEASE DO NOT SEND THROUGH PORTS OF NEW YORK/NEW JERSEY

Broker for ocean shipments:

Expeditors
510 McCormick Drive, Ste K - N
Glen Burnie, MD 21061

Phone: 443-734-7210
E-mail: Tanisha.Harper@expeditors.com
Contact: Tanisha Harper

E-mail: Tanisha.Harper@expeditors.com
Contact: Matthew Andrews
E-mail matthew.andrews@expeditors.com

Broker for AUTHORIZED air shipments:

Expeditors
510 McCormick Drive, Ste K - N
Glen Burnie, MD 21061

Phone: 443-734-7210
Contact: Tanisha Harper
E-mail: Tanisha.Harper@expeditors.com

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

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

Penguin Random House

Attn: Transportation Dept

400 Bennett Cerf Drive

Westminster, MD 21157

- **NOTE: If Express Release B/L issued, then Ok to send documents via e-mail attachment to the following people:** Expeditors at BWI-PRH-import-requests@expeditors.com

export-import@penguinrandomhouse.com, if you have any questions, please contact:

Tracey Presley

Phone: 800-726-0600 ext. 7717

Fax: 410-386-7715

E-mail: tpresley@penguinrandomhouse.com

Or

Tom Wassmann

Phone: 410-386-7794

Fax: 410-386-7715

E-mail: twassmann@penguinrandomhouse.com

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.

If the shipping terms are FOB (or any other term where Penguin Random House is responsible for the ocean freight charges), please contact the centralized Penguin 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 Penguin Random House Forwarding Agent, please contact Tom Wassmann.

(e-mail: twassmann@penguinrandomhouse.com)

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
    * Penguin Random House Transportation Dept: 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 (Penguin Random House or customer name if a drop shipment)
    * ETA Final Destination port (usually Baltimore unless it is a drop shipment)
    * 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 (DHL Global Forwarding) will have pre-cleared the shipment with US Customs prior to its arrival. DHL Global Forarding will then issued 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 Westminster 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 fax copies of the shipping documents (bill of lading, Pro Forma invoice, and packing list) to the following people

* Production Supervisor (person who initiated the purchase order for the shipment)
* Matt Mooradian at fax# 973 848-7344
* Import coordinator at fax # 410-386-7715
* If this is a drop shipment to one of our customers, please email miscbillings@penguinrandomhouse.com ; LogisticsDirectShipments@penguinrandomhouse.com

NOTE: If Express Release B/L issued, then Ok to send documents via

e-mail attachment to the following people: export-import@penguinrandomhouse.com ; twassmann@penguinrandomhouse.com

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 DHL Global Forwarding. This must be done no less than **3** business days prior to the vessel load date. DHL Global Forwarding 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. DHL Global Forwarding will submit the ISF information to U.S. Customs and secure a confirmation number. DHL 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 Distribition List For C&F Shipments

Tanisha.Harper@expeditors.com

matthew.andrews@expeditors.com

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 netpriced 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 3⁄16".
- At 80% magnification (20% reduction) the overall size is approximately 13⁄16" high by 1 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 ¼" 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:
  - The bars must be positioned horizontally or in the "ladder" configuration with the lowest point of the bars located at exactly ⅜" 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 ½" from the top and bottom edges and there is at least ¼" 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

- 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

- 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

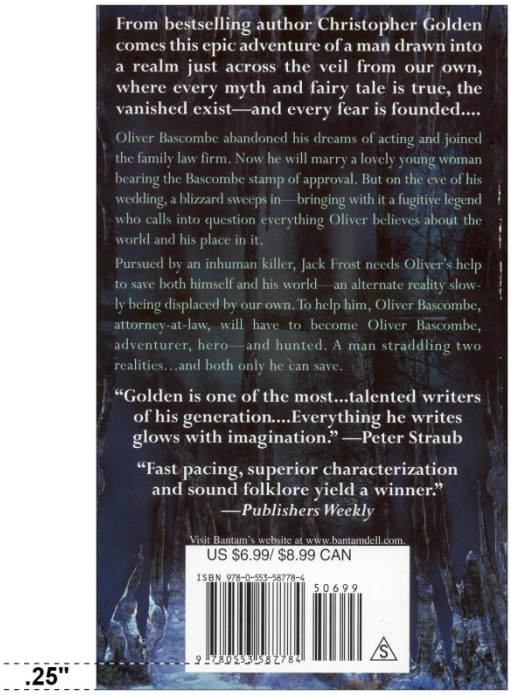
- Retail cover price in US & CAN (depending on rights) – human readable.

- 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.
- Strippable indicator (Δ with an “S” in the center) to the right of the bar code.

Bar Code Orientation & Placement Examples

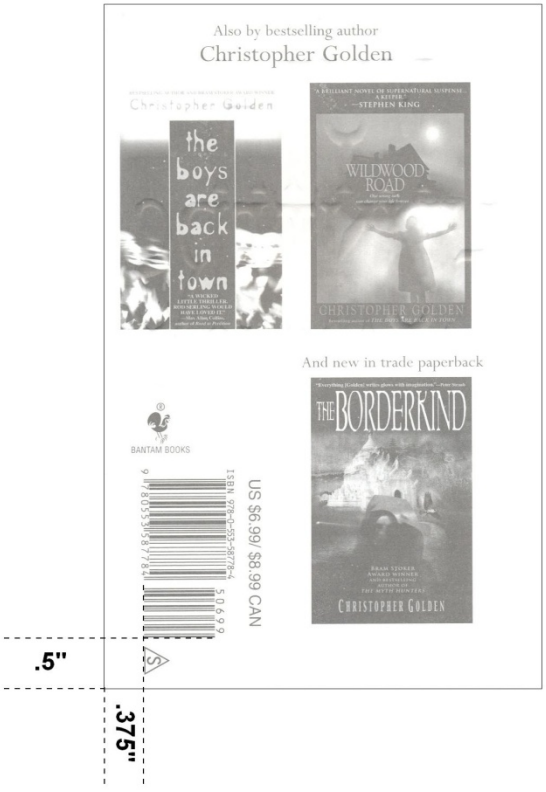
Cover 4

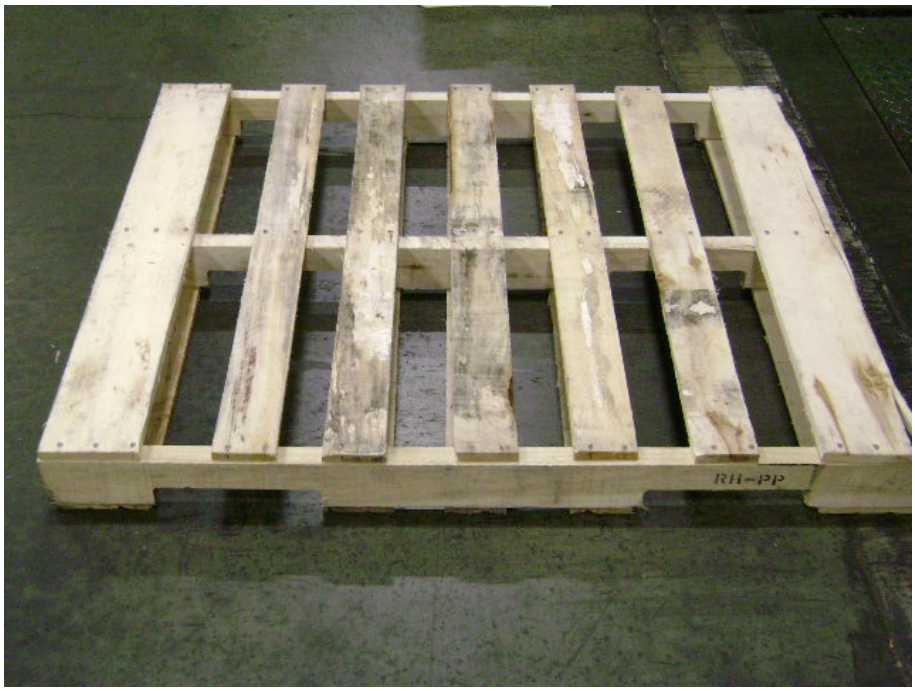
“Picket Fence” Configuration



Cover 2

“Ladder” Configuration





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 ½” (plus ¼”, 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

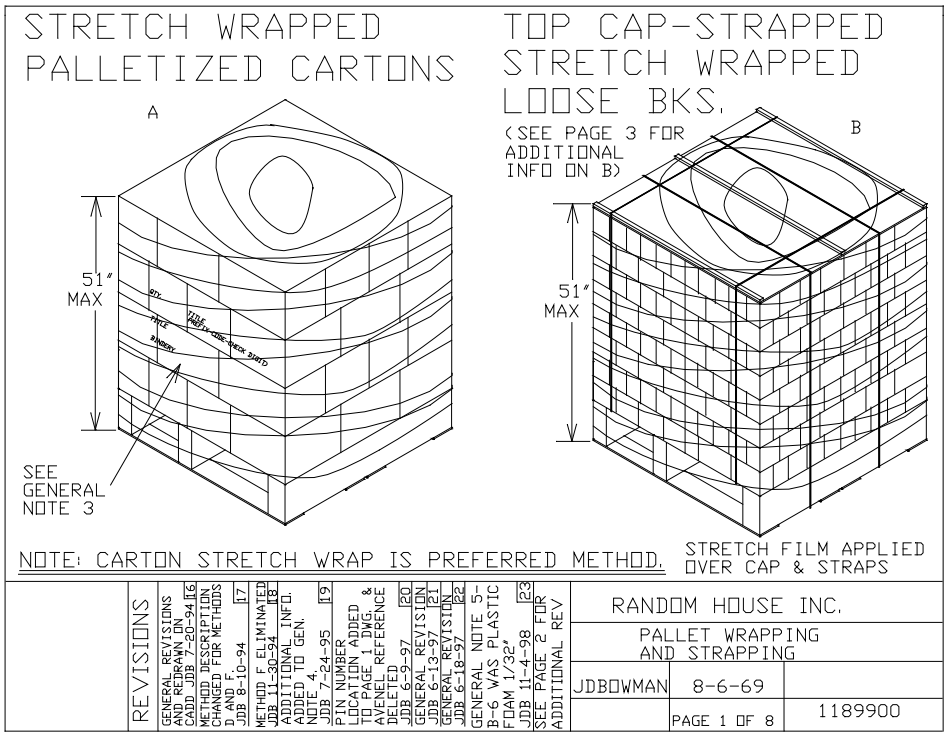
Random House or RH, date of manufacture and the manufactures' name or other identification

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.

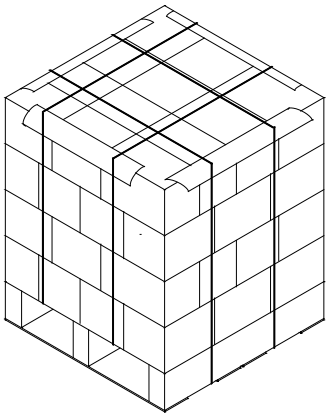
If grade #2 or B grade is specified, pallets must meet the above requirements and have 2 or less repaired stingers.

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



ANGLE BOARD

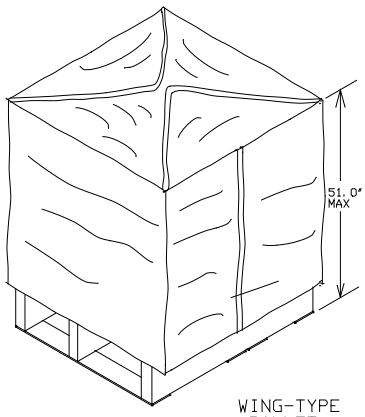
C



PALLET SHRINK WRAP

LOOSE BOOKS

D



WING-TYPE
PALLET

REVISIONS

GENERAL REVISIONS
PER ELIOT SOBEL
JDB 1-10-00 P4

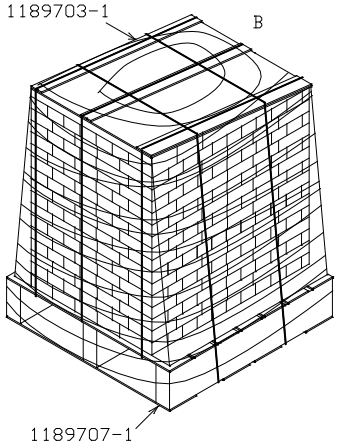
RANDOM HOUSE INC.

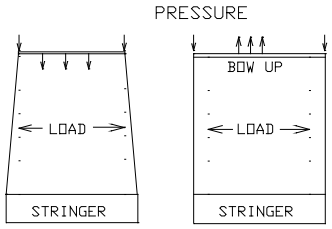
PALLET WRAPPING
AND STRAPPING

JDBOWMAN 8-6-69

PAGE 2 OF 8 1189900

STRETCH WRAP
LOOSE BOOKS



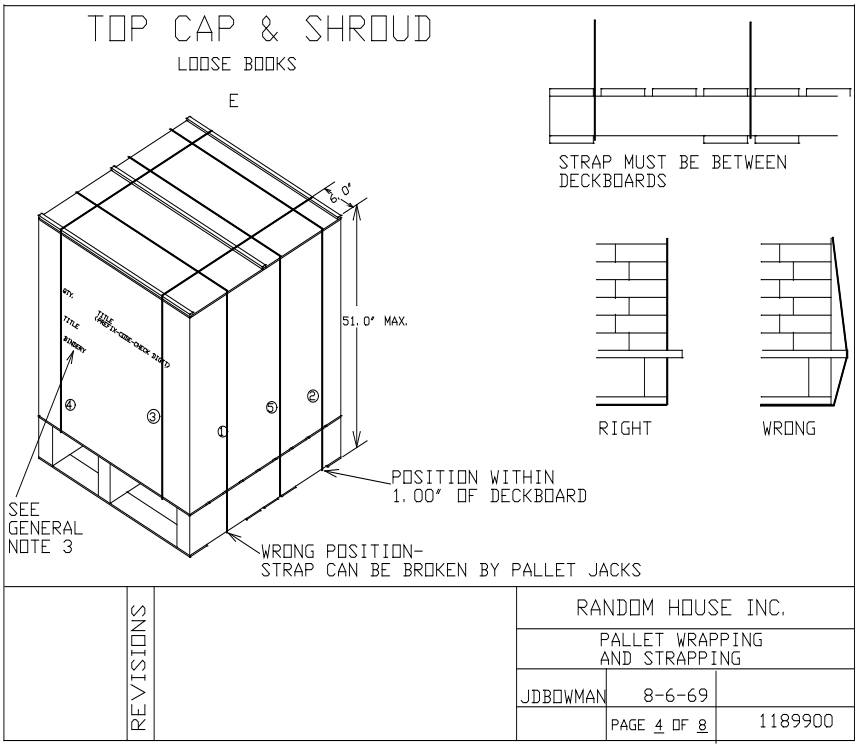


CORRECT WRONG

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


TOP CAP & SHROUD
LOOSE BOOKS
E
STRAP MUST BE BETWEEN DECKBOARDS
51.0" MAX.
RIGHT
WRONG
POSITION WITHIN 1.00" OF DECKBOARD
SEE GENERAL NOTE 3
WRONG POSITION- STRAP CAN BE BROKEN BY PALLET JACKS
REVISIONS
RANDOM HOUSE INC.
PALLET WRAPPING AND STRAPPING
JDBOWMAN
8-6-69
PAGE 4 OF 8
1189900

Appendix B

RANDOM HOUSE, INC.

Purchase order

PO number/date
'04/05/2001

Vendor Number:

Ship to:
RANDOM HOUSE INC
400 BENNETT CERF DRIVE
WESTMINSTER, MD 21157

Bill to:
Random House Inc.
400 Hahn Road
Westminster, MD 21157
Attn: Accts Payable

Vendor Instructions:
1. Invoices to be mailed to A/P, 400 Hahn Rd.
2. All invoices, packing lists, container paper and correspondence must indicate the purchase order number.
3. Any shipment or document which fails to meet these specifications will be rejected.

Purchasing Group/Telephone
RH Core Prod
Please direct inquiries to:
Production Manager

Delivery date 05/03/2001

This purchase order is subject to the terms and conditions contained on the reverse side of this purchase order or on the final page if the document is in multiple pages. The same terms and conditions apply to orders sent by fax.

Terms payt.: Payable immediately Due net

Currency USD

TO:
TITLE: DRAW 50 CARS...

FROM: STEVE SHODIN
PTG#: 17

*** IN CONFIRMATION OF FAX ***
UPDATE PRINTCODE LINE
COVERS ARE DUE FROM: YOUR PRESSROOM

*** STAND. REPRINT DISTRIBUTION ***
4- COPIES TO EMILY BROWN 1-TRACY STROH 14TH FL.

BOUND BOOKS MUST BE IN OUR WESTMINSTER WHSE BY: 5/3/01
CALL ASAP IF ANY REQUESTED DATE CHANGES
THANKS.

Item	Material	Description		
	Order qty.	Unit	Price per unit	Net value
00001		0385246390_RG17 Plts&Prt Text		
	4,000	Each		

WHSE Production Order Number : 7257875
Bind Production Order Number : 7257874

- Continued on Page 2 -

RANDOM HOUSE, INC.

Purchase order

PO number/date '04/05/2001

Item	Material / Description	Order qty.	Unit	Price per unit	Net value

Text Production Order Number : 7257872
Cvjk Production Order Number : 7257873
Material Id for Text order 7257872 is BVG060 X325 426FOV

Title - Short:	DRAW 50 CARS, TRUCKS...
Contribl:	AMES, LEE J.
ISBN:	0385246390
Book Type:	Reprint
Printing Number:	17
Version ISBN:	0385246390 RG17
Version/Edition:	Regular Edition
Whse Del Date:	05/03/2001
RH Division:	Broadway Books
Format:	Trade Paperback
Imprint:	Main St Books
On Sale Date:	04/01/1986
BISAC Subject Category 1:	ART - DRAWING
Retail Price USA:	8.95
Retail Price Can:	11.95
Actual Page Count:	64
Trim Width:	8-3/4
Trim Height:	12-1/4
Trim Code:	D
Production Manager:	Emily Brown
Text Printer:	
Text Colors:	2 Color Text Both Sides
Text Type Color Names:	BLACK&032
Text Stock Name:	Finch Opaque Vellum B/W
Text Stock Basis Weight:	60
Text Stock Caliper:	0.0047
Text Stock PPI:	426
Text Stock Sheet Size:	36-7/8 X 50
Text Stock Supplied By:	Random House
Text Print Method:	Offset
Update Print Key:	Yes
Text Bleed:	No
Text Graphics Throughout:	Yes
Cvr/Jkt Printer:	
Cvr/Jkt Colors:	5/0
Cvr/Jkt Flat Colors:	1
Cvr/Jkt Flat Colors Desc:	PMS 032
Cvr/Jkt Foil:	No
Cover/Jacket Emboss:	No
Cvr/Jkt Die-Cut:	No
Stepback Cover:	No
Scored Flaps:	No

- Continued on **Page 3** -

RANDOM HOUSE, INC.

Purchase order

PO number/date 2192998/04/05/2001

Page 3

Item	Material Order qty.	Unit	Description Price per unit	Net value
	Cvr/Jkt Stock Supplied By:			
	Vendor Suppl Cv/Jk Stock:		10pt Coated One Side	
	Full Ink Xross Flaps:		No	
	Cvr/Jkt Coat:		UV Coat	
	Return Indicator:		Full copies only	
	EAN Placement:		C4	
	Cover Insert:		No	
	Text Insert:		No	
	Bind Method:		Perfect	
	Rough Front:		No	
	Endpaper Type:		No	
	Preprinted Cvr:		No	
	Binder:			
	Carton Pack:		24	
	Carton Weight:		13.94	
	Bulk:		5	
	Book Weight:		9.29	
	Carton Stencil:		Standard Carton Stencil	
	Package/Whole Book Purchase:		No	
	Trim Height Numeric:		12.2500	
	Trim Width Numeric:		8.7500	
	Gross Price plates Makeready		USD/ 1,000 EA	
00002			0385246390_RG17 Supl CvJk Stck	
	4,000	Each		
	Gross Price Makeready		USD/ 1,000 EA	
00003			0385246390_RG17 Plts&Prnt CvJk	
	4,000	Each		
	Gross Price plates Makeready		USD/ 1,000 EA	
00004			0385246390_RG17 Coat CvJk	
	4,000	Each		
	Gross Price Makeready		USD/ 1,000 EA	
00005			0385246390_RG17 Bind Books	
	4,000	Each		
	Gross Price Makeready		USD/ 1,000 EA	

- Continued on **Page 4** -

RANDOM HOUSE, INC.

Purchase order

PO number/date /04/05/2001

Page 4

Item	Material Order qty.	Unit	Description Price per unit	Net value
00006	4,000	Each	0385246390_RG17 Pack Cartons /1,000	

Total net value excl. tax USD

Authorized Signature

- Continued on Page 5 -

RANDOM HOUSE, INC.

Purchase order

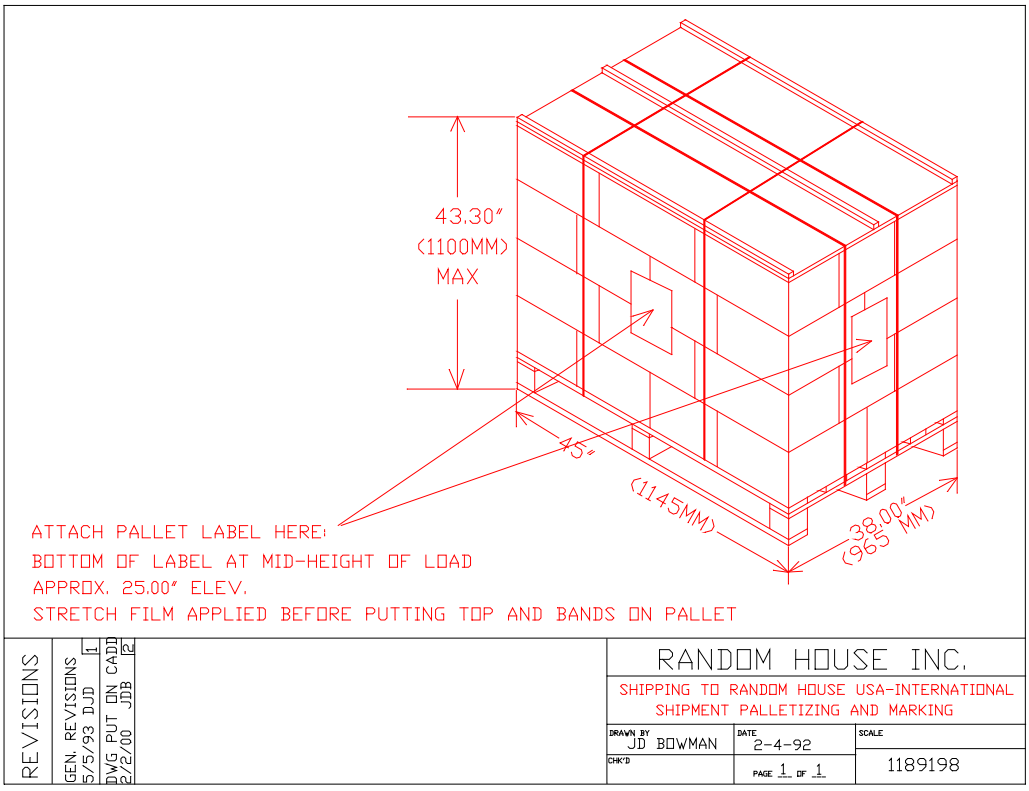
PO number/date /04/05/2001

Page 5

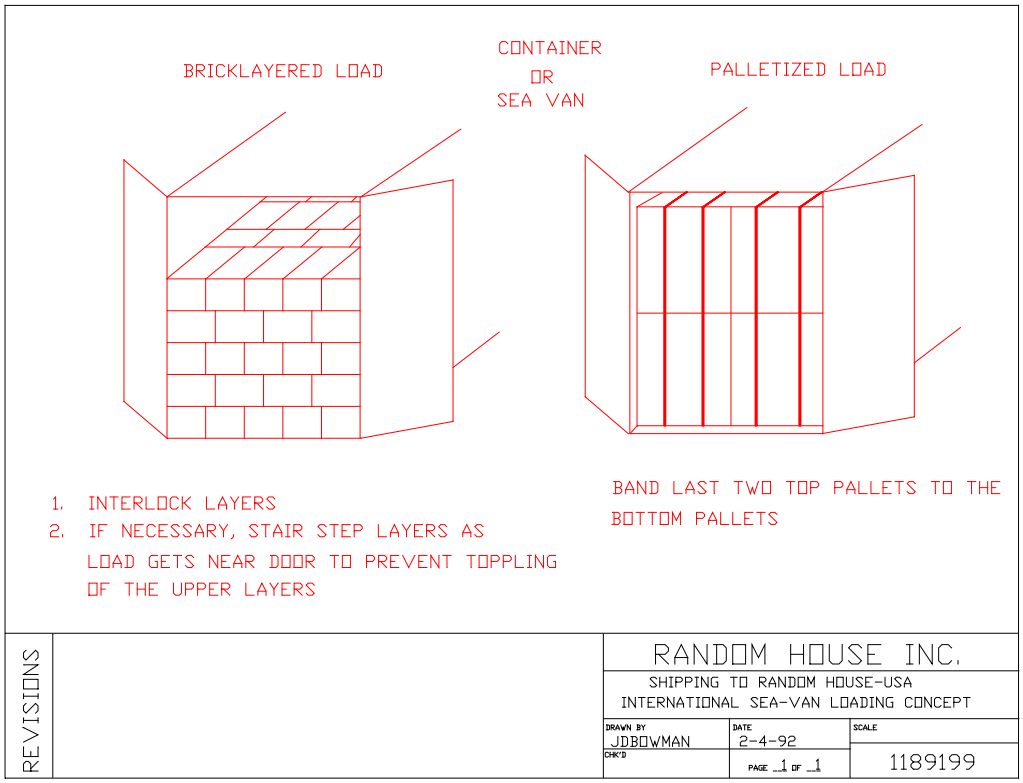
Terms and Conditions

1. Acceptance: This Order constitutes the offer of Random House, Inc. (RH) and shall become a binding contract upon the terms and conditions set forth herein when accepted by Seller. This offer may be accepted only upon its terms. Additional or different terms and conditions contained in any offer or acceptance by Seller, oral and written, shall not be binding upon RH unless expressly agreed to in writing by RH. The Order is revocable until notice of acceptance by Seller is received by RH.
2. Specifications: Seller shall comply with any Specifications stated on the face of this Order or submitted herewith. Any and all specifications, blue prints, proofs, copy or other data submitted herewith shall remain RH property and may be subject to recall at any time. Such information shall not be disclosed or utilized in any way except in the performance of this Order or subsequent Orders placed by RH.
3. Inspection and Rejection: Inspection shall be on RHs premises unless otherwise agreed in writing. Notwithstanding prior inspection, payment for, or use of the goods, RH shall have the right to reject any article which is defective in material and workmanship, or otherwise not in conformity with the specifications or other requirements of this Order, within a reasonable time after delivery or actual discovery of a defect in materials or workmanship, whichever occurs later. Materials rejected as not conforming to this Order shall be returned to the Seller, freight collect, and the Seller will be debited for the inbound transportation cost plus handling expense. Such rejected material shall be deemed to be the property of Seller.
4. Warranties and Indemnities: Seller warrants that all items and parts thereof delivered under this Order will be free from defects in design, material and workmanship; will conform to applicable specifications and/or drawings; and suitable for the intended purposes; and will not violate or infringe upon any patent, patent right, trademark, copyright or other proprietary or personal right, except insofar as such violation arises from materials supplied by RH to Seller. Seller further warrants that its products are not hazardous as that term is defined in the Consumer Product Safety Act and the Federal Hazardous Substance Act and that it has complied with all testing procedures required for its products, if any. Seller further warrants that it, in the course of the performance of this Order, its agents, employees or subcontractors enter upon premises occupied or under control of RH or its customers or suppliers, Seller shall take all precautions necessary to prevent the occurrence of any injury to any person or damage to any property arising out of any acts of omission of its employees or subcontractors. The Seller shall have in effect such insurance as will protect RH from any such risks and from any claims under any applicable Workmans Compensation or Occupational Health or Safety Acts. Seller shall indemnify, defend, and hold harmless RH, RHs employees, and customers and users of RH Products, against all claims, demands, liabilities, losses, damages, or suits of any nature, and all costs and expenses thereof, including reasonable attorneys fees, arising out of, or based upon any alleged facts which if established would constitute any breach of warranty of Seller. This warranty and indemnity shall survive any inspection, delivery or acceptance of the materials or services covered by this Order or payment therefor by RH.
5. Prices and Taxes: Except as may be otherwise provided in this Order, all prices listed include all applicable Federal, State and local taxes. No change in the prices listed in this Order may be made by Seller without the express written consent of RH. Invoices must be rendered for each shipment under this Order on date of shipment and must contain the purchase order number on the front of the invoice. If not received promptly, invoices may be returned for re-dating. The Seller warrants that the prices of the items covered by this Order are not in excess of Sellers lowest prices in effect on the date of this Order for comparable quantities of similar items. RH is not responsible for any late charges on past due invoices.
6. Delivery: (a) Delivery shall be made F.O.B. RHs place of business at the address shown on the face of this Order unless otherwise specified thereon, if the Order specifies FOB shipping point, then for shipments made F.O.B. shipping point: (a) all shipments moving in one day to the same location via the same carrier should be consolidated on one bill of lading. Multiple packages in the same Railway Express shipment should be tied into 10 lb bundles. (b) Unless otherwise specifically instructed, shipments via limited liability carriers (REA Exp., Air Exp., Air Freight, UPS, etc.) and those subject to released value ratings shall be declared at the value which will secure the lowest transportation charge. (c) Any losses resulting from deviation from Randoms routing instructions will be charged to Sellers account. Risk of loss shall not pass to RH until goods have been accepted by RHs authorized representative. In the event of rejection of the goods by RH, Seller shall bear all expense necessary to return goods to Seller. (b) Deliveries are to be made both in the quantities and at the times specified either on the front side of this Order or in schedules furnished by RH. Overruns or underruns by printers and lithographers not exceeding 10% of the quantity ordered will be considered satisfaction of this order, prices to be adjusted on a pro rata basis to the prices for the quantities ordered. Time of delivery shall be of the essence. RH may from time to time change delivery schedules or direct temporary suspension of scheduled shipments. RH, at its option, reserves the right to either approve a revised delivery schedule or to terminate the Order in the event of default by Seller or if shipments are not made within the specified time. RH reserves the right to hold Seller accountable for any additional costs or damages incurred by RH as a result of late delivery. (c) All items delivered shall be suitably boxed so as to be protected against hazards of shipment, storage and exposure. Different types of merchandise shall be separately packed and packages shall be labeled to show the number of this Order, quantity, date and description of item. Itemized packing slips showing the number of this Order must accompany each delivery. No extra charge shall be made for packaging or packing materials unless specifically set forth on the front part of this Order.
7. Changes: RH may at any time by written Order make changes in any of the following: (i) drawings, designs or specifications where the items to be furnished are to be specifically manufactured; (ii) method of shipment or packing and (iii) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for the performance of any part of the work under this Order, an equitable adjustment shall be made in the contract price or delivery schedule or both, and the Order shall be modified in writing accordingly. Any claim by Seller for such equitable adjustment under this clause must be asserted within twenty (20) days from the date of receipt by Seller of RHs notification of change hereunder. RH may cancel any portion of this Order not yet shipped (except products made specially to RHs specifications for which manufacture has been commenced) in the event RH is unable to use such products due to any cause.
8. RH Furnished Materials: All materials furnished or specially paid for by Random shall be the property of RH, shall be subject to removal at any time without additional cost upon demand by RH, shall be used only in filling Orders from RH, shall be kept separate from other materials or tools and shall be clearly identified as the property of RH. Seller assumes all liability for loss or damage, with the exception of normal wear or tear, and agrees to supply detailed statements of inventory upon request of RH. All sketches, copy, dummies, art work, type, lithograons, plates engravings, electrotypes, negatives and positives whether or not separately billed shall remain RHs exclusive property, and no use of such material or ideas obtained therefrom will be made unless agreed to in writing by RH.
9. Photographs, Artwork, Photographs, transparencies, films and artwork delivered by Seller pursuant to the Order are deemed licensed for reproduction and use in works published or sold by RH or any subsidiary of RH as well as for reproduction and use in sales materials for promotion of these works.
10. Information Disclosed: Unless otherwise expressly provided in this Order or otherwise expressly agreed to in writing by RH, no information or knowledge heretofore or hereafter disclosed to RH, in the performance of or in connection with this Order, shall be deemed to be confidential or proprietary, and any such information or knowledge shall be free from any restrictions as part of the consideration for this Order.
11. Assignment and Set Off: Assignment of this Order or any interest therein or any payment due or to become due thereunder, without the written consent of RH shall be void. RH shall have the right to reduce and set-off against any amount payable hereunder any indebtedness or other claim which RH may have against Seller, however, and whenever arising.
12. Excusable Delays: Absent Sellers fault or negligence, Seller shall not be charged with any liability for failure or delay in making deliveries due to any cause beyond the Sellers control provided that Seller notifies RH in writing within five days after the cause of such failure becomes known, or with reasonable care should have become known, to Seller. In the event of such failure or delay, RH shall have the right at its option, without any liability to Seller, to cancel by notice in writing to Seller the portion or portions of this Order affected. Similarly, RH shall be excused for failure or delay in performance herein due to any cause beyond its control and without its fault or negligence.
13. Labor Disputes: Wherever an actual or potential labor dispute is delaying or threatening to delay the performance of this Order, Seller shall immediately give notice thereof to RH.
14. Cumulative Remedies and Applicable Law: The rights and remedies herein reserved to RH shall be cumulative and additional to any other or further rights and remedies provided in law and equity. This Order shall be deemed to be a contract under, and shall be governed and interpreted in accordance with, the laws of the state shown in the RH address on the face of this Order.
15. Non-Waiver of Rights: The failure of RH to insist upon strict performance of any of the terms and conditions of this Order, or to exercise any rights or remedies, shall not be construed as a notification or waiver of any such terms or conditions. No waiver shall be effective unless stated in writing signed by RH.
16. Publicity, Promotion or Advertising: Seller shall not, without RHs prior written consent, disclose any terms of this Order nor issue any news release, advertisement, publicity or promotional material regarding this Order (including denial or confirmation thereof).
17. Cash Discount: Discount periods shall be calculated either from the date of acceptable invoice or from date of receipt and acceptance of the goods or performance of services, whichever is later. Errors, omissions or delays in receiving invoices shall be considered just cause for withholding payment without loss of cash discount privilege.
18. Default: Upon the happening of any one or more of the following events, RH shall forthwith have the unrestricted right to cancel and terminate the within contract without cost or liability to RH:
(a) Sellers insolvency or inability to meet obligations as they become due;
(b) filing of voluntary or involuntary petition of bankruptcy by or against Seller;
(c) institution of legal proceedings against Seller by creditors or stockholders;
(d) appointment of a receiver for Seller by any court of competent jurisdiction;
(e) Seller makes any misrepresentation hereunder or breaches any of its obligations hereunder and such misrepresentations or breach is not or cannot be cured within fifteen (15) days of such notice. The acceptance of goods or performance after the occurrence of any of the events above enumerated shall not affect the right of RH to cancel its additional obligations.
19. Equal Employment Opportunity: Where applicable, pursuant to respectively (i) Executive Order No. 11246, (ii) the Vietnam Era Veterans Readjustment Assistance Act of 1974, (iii) the Rehabilitation Act of 1973, and (iv) Executive Order No. 11625, and except where exempt therein, the Seller agrees to perform fully its obligations (i) to take affirmative action to assure equal employment opportunity for all qualified persons without regard to race, color, religion, sex or national origin, (ii) to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era, (iii) to take affirmative action to employ and advance in employment qualified handicapped individuals, (iv) disabled veterans and veterans of the Vietnam era, (v) to take affirmative action to employ and advance in employment qualified handicapped individuals, (vi) to take appropriate measures to assure that minority business enterprises are considered fairly as subcontractors and supplier under this Agreement. The clauses set forth at 41 C.F.R. Sections 60-14, 60-250, 4, 60-741 and 1-1, 1310-3, to the degree applicable are incorporated herein by reference as if they were set out in full. Where used therein the terms contractor shall mean Seller (which includes Sellers, Suppliers or subcontractors) and contract shall mean Purchase Order or Subcontract.
20. Service or Installation of Work: If this Order covers services, labor acceptable to RH must be used on this job. If under this Order Seller is required to furnish insurance (such requirement being mandatory in all Orders for labor or services), Seller shall purchase and maintain at Sellers expense and to such limits, from those companies which are acceptable to RH, such coverage as will protect Seller from claims which may arise or result from Sellers operations under this Order. Coverage will provide:
(a) RH and its affiliates and subsidiaries shall be named as additional insureds as well as the Seller.
(b) Protection for Seller from and against any and all claims for damage to property and injuries to persons (including sickness, disease, or loss of life) either in Sellers employ or otherwise no matter how caused.
(c) Compliance with the requirements including Workmens Compensation statutes, disability benefit laws and any other similar employee benefits acts) of any applicable federal, state or municipal authority having jurisdiction.
(d) For such other contractual liabilities as are expressly assumed by the Seller under this Order. Seller shall furnish RH with a Certificate of Insurance which shall be subject to approval of RH, evidencing the insurance and limits as may be determined necessary to comply with the operations of Seller under this Order. Each and every policy or contract shall require the insurance company to provide at least twenty (20) days written notice to RH of its intention to cancel or not renew. Seller shall furnish a new Certificate in the event of cancellation or expiration of any policy or contract during the progress of the work, and does hereby agree that in the event, and to the extent the coverage is reasonably insufficient, RH will make such purchase and so charge Seller.

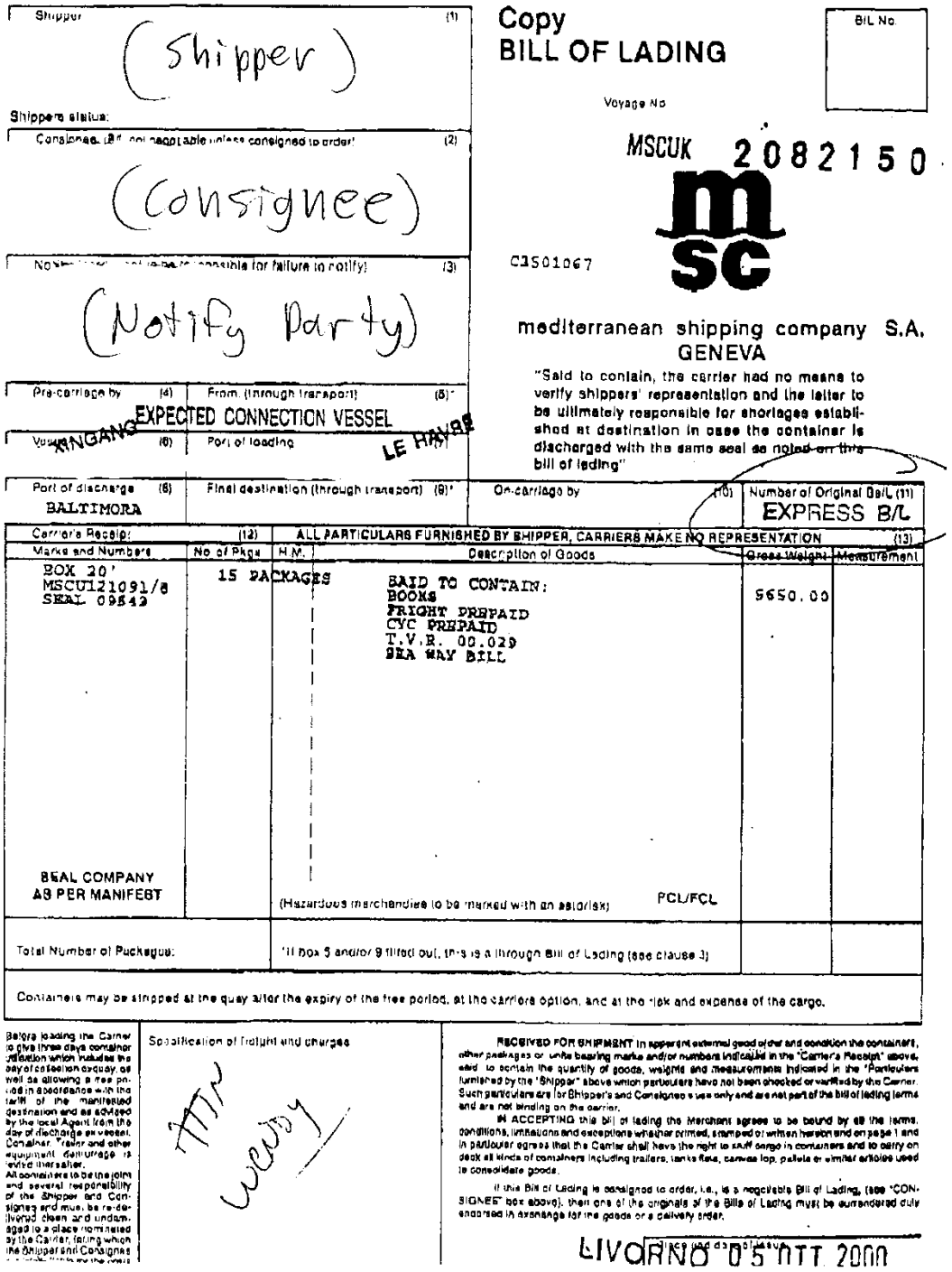
Appendix C


43.30"
(1100MM)
MAX
45"
(1145MM)
38.00"
(965 MM)
ATTACH PALLET LABEL HERE:
BOTTOM OF LABEL AT MID-HEIGHT OF LOAD
APPROX. 25.00" ELEV.
STRETCH FILM APPLIED BEFORE PUTTING TOP AND BANDS ON PALLET
REVISIONS
1 GEN. REVISIONS 5/5/93 DJD
2 DWG PUT ON CADD 2/2/00 JDB
RANDOM HOUSE INC.
SHIPPING TO RANDOM HOUSE USA-INTERNATIONAL
SHIPMENT PALLETIZING AND MARKING
DRAWN BY JD BOWMAN
DATE 2-4-92
SCALE
CHK'D
PAGE 1 OF 1
1189198

Appendix D


BRICKLAYERED LOAD
CONTAINER
OR
SEA VAN
PALLETIZED LOAD
1. INTERLOCK LAYERS
2. IF NECESSARY, STAIR STEP LAYERS AS LOAD GETS NEAR DOOR TO PREVENT TOPPLING OF THE UPPER LAYERS
BAND LAST TWO TOP PALLETS TO THE BOTTOM PALLETS
REVISIONS
RANDOM HOUSE INC.
SHIPPING TO RANDOM HOUSE-USA
INTERNATIONAL SEA-VAN LOADING CONCEPT
DRAWN BY
JDBOWMAN
DATE
2-4-92
SCALE
CHK'D
PAGE 1 OF 1
1189199

Appendix E



Shipper (1)

(Shipper)

Shippers status:

Consignee (Bill not negotiable unless consigned to order) (2)

(Consignee)

Notify (Notify not to be responsible for failure to notify) (3)

(Notify Party)

Copy
BILL OF LADING

BIL No.

Voyage No

MSCUK 2082150

C3501067

mediterranean shipping company S.A.
GENEVA

"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"

Pre-carriage by (4)	From (through transport) (5)*
Vessel (6)	Port of loading (7)
Port of discharge (8)	Final destination (through transport) (9)*
BALTIMORA	

EXPECTED CONNECTION VESSEL
XINGANG
LE HAVRE

On-carriage by (10)

Number of Original Bs/L (11)
EXPRESS B/L

Carrier's Receipt (12) ALL PARTICULARS FURNISHED BY SHIPPER, CARRIERS MAKE NO REPRESENTATION (13)

Marks and Numbers	No. of Pkgs	H.M.	Description of Goods	Gross Weight	Measurement
BOX 20' MSCU121091/8 SEAL 09543	15 PACKAGES		SAID TO CONTAIN: BOOKS FRIGHT PREPAID CYC PREPAID T.V.R. 00.029 SEA WAY BILL	5650.00	
SEAL COMPANY AS PER MANIFEST			(Hazardous merchandise to be marked with an asterisk) PCL/FCL		
Total Number of Packages:			*If 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 carriers option, and at the risk and expense of the cargo.

Before loading the Carrier to give three days container utilization which includes the day of collection or 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 ex vessel. Container, Trailer and other equipment demurrage is levied 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 [illegible]

Specification of freight and charges

ATTN
Wendy

RECEIVED FOR SHIPMENT in apparent external good order and condition the containers, other packages or units bearing marks and/or numbers indicated in the "Carrier's Receipt" above, said 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 herein 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 flats, 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 "CONSIGNEE" box above), then one of the originals of the Bills of Lading must be surrendered duly endorsed in exchange for the goods or a delivery order.

Place and date of issue
LIVORNO 05 OTT 2000

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 LEPPO
**

BILL OF LADING

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.

Notify Party

Pre-carriage by

Place of Receipt: TOKYO CY

Ocean Vessel: NYK SPRINGTIDE

Voy. No.: 81E95

Port of Loading: TOKYO, JAPAN

Port of Discharge: LOS ANGELES, CA

Place of Delivery: BALTIMORE, MD DRT

Final Destination (for the Merchant's reference only)

Container No. / Seal No. / Marks & Nos.	No. of Containers or P'kgs.	Kind of Packages; Description of Goods	Gross Weight (KGS)	Measurement (M3)
		** TEL. (410)848-1900 EXT. 4006 FAX (410)386-7715 *** ATTN: MS. SHARON BROWN TEL. (410)539-0540 FAX (410)547-6936		
NO MARK		"SHIPPER'S LOAD & COUNT" "SAID TO CONTAIN" 7 CONTAINERS ----------		
MLCU4775849 NYKLRTX266 NYKU6678118 NYKLRTX247 TEXU7384421 NYKLRTX230 TEXU7416088 NYKLRTX252 TRIU5490449 NYKLRTX260 TRLU4495800 NYKLRTX235 TRLU4585626 NYKLRTX271		BOOKS ----- "IN TUSCANY" "ALFRED PORTALE'S TWELVE" 164 PALLETS (8,761 CARTONS)	133,862 (132,252)	226.080 (203.706)
		"FREIGHT PREPAID"		

M.L.B.CARGO

TOTAL NUMBER OF CONTAINERS OR PACKAGES (IN WORDS): SEVEN (7) CONTAINERS ONLY

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		USD	USD
		JPY TOTAL		JPY	

(@JPY /USD)(JPY

Ex. Rate

Prepaid at: TOKYO

Total Prepaid in Local Currency

Payable at: DESTINATION

Number of Original B(s)/L: EXPRESS B/L

Place of B(s)/L Issue: TOKYO

Dated: SEP. 10. 2000

NIPPON YUSEN KAISHA

Appendix G

INVOICE # ABC123

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

Shipper:
ABC Book Company
Hong Kong

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

Appendix H

PACKING LIST

CONSIGNEE RANDOM HOUSE, INC 400 Hahn Road Westminster, Maryland 21157, U.S.A. Attn: Ms. Wendy-Carey Lopez Tel: (410) 848-1900 ext. 4006 Fax: (410) 386-7715	INVOICE NO. 00081 DATE SEPT. 10, 2000 MARKS & NUMBERS
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	MEASUREMEN
	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-4496800					
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. TRIU-5490419					
P/NO.117-136	20 PALLETS	@54 Ctns. 1,080 Ctns.	@12 cps. 12,960 cps.	@825 Kgs. 16,500 Kgs.	

- To be Continued -

PACKING LIST

CONSIGNEE

INVOICE NO. J0031

DATE SEPT. 10, 2000

MARKS & NUMBERS

- PAGE 2 -

SHIPPED PER SAILING ON/ABOUT

FROM VIA

TO

PACKAGE NO.	DESCRIPTION	QUANTITY	NET WEIGHT	GROSS WEIGHT	MEASUREMEN
CONTAINER NO. TRLU-4595626					
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 Extra Jackets	31 Ctns.	@12 cps. 372 cps. 2 B/Ls. (1,000 shts.)	480 Kgs.	
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.	
"ALFRED PORTALE'S TWELVE" Warehouse Production Order #7138484 P/NO.167	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
IN TUSCANY
12 CPS / CTN
U.S. / CANADA
ON SALE DATE: 10/31/2000
CATEGORY: TRAVEL-PICTORIALS
PRINTED IN JAPAN

ISBN 0-7679-0535-0
35 LBS.
BROADWAY BOOKS

"The solid wood packing materials are totally free from bark, and apparently free from live plant pests."

ALFRED PORTALE'S TWELVE
8 COPIES / CTN
U.S. / CANADA
ON SALE DATE: 10/17/2000
CATEGORY: COOKBOOKS - SEASONAL
PRINTED IN JAPAN

ISBN 0-7679-0606-8
33 LBS.
BROADWAY BOOKS

TOPPAN PRINTING CO., LTD.

Manager

Appendix I

Freight Forwarder Contacts

Country	Branch Code	Name	Email	Phone	Title	Role
China	SHA	Nana Ji	Nana.ji@expeditors.com	52574698 * 1553	Leader agent	Primary
China	SHA	Patricia Chen	Patricia.chen@expeditors.com	52574698 * 1565	Supervisor	Secondary
China	SHA	Schulen Yang	Schulen.yang@expeditors.com	52574698 * 1515	Assistant Manager	Escalation
China	HKG	Patrick CS Yu	Patrick.C.Yu@expeditors.com	852-21905255	Lead Agent	Primary
China	HKG	Ryan Lee	Ryan.lee@expeditors.com	852-21905256	Supervisor	Secondary
China	HKG	Joyce Auyeung	joyce.auyeung@expeditors.com	852-21905280	Assistant Manager	Escalation
Germany	HAM	Jannick Laubrunn	Jannik.Laubrunn@expeditors.com	49-405343130	Order Management Agent	Primary
Germany	HAM	Nina Grimm	Nina.Grimm@expeditors.com	49-405343130	Order Management Agent	Secondary
Germany	HAM	Patricia Mordhors	patricia.mordhorst@expeditors.com	49-405343130	Order Management Manage	Escalation
India	DEL	Pradip Sarkar	pradip.sarkar@expeditors.com	0124-497-8640	Assitant Manager	Primary
India	DEL	Mohit Tyagi	Mohit.Tyagi@expeditors.com	91 124 4978532	Team lead	Secondary
India	DEL	Mohd Arif	mohd.arif@expeditors.com	0124-497-8641	Manager	Escalation
Italy	VRN	Gianni Pietropoli	Gianni.pietropoli@expeditors.com	+390458790524	Ocean Export Agent	Primary
Italy	VRN	Francesca Bazzani	francesca.bazzani@expeditors.com	+390458790521	Ocean Supervisor	Secondary
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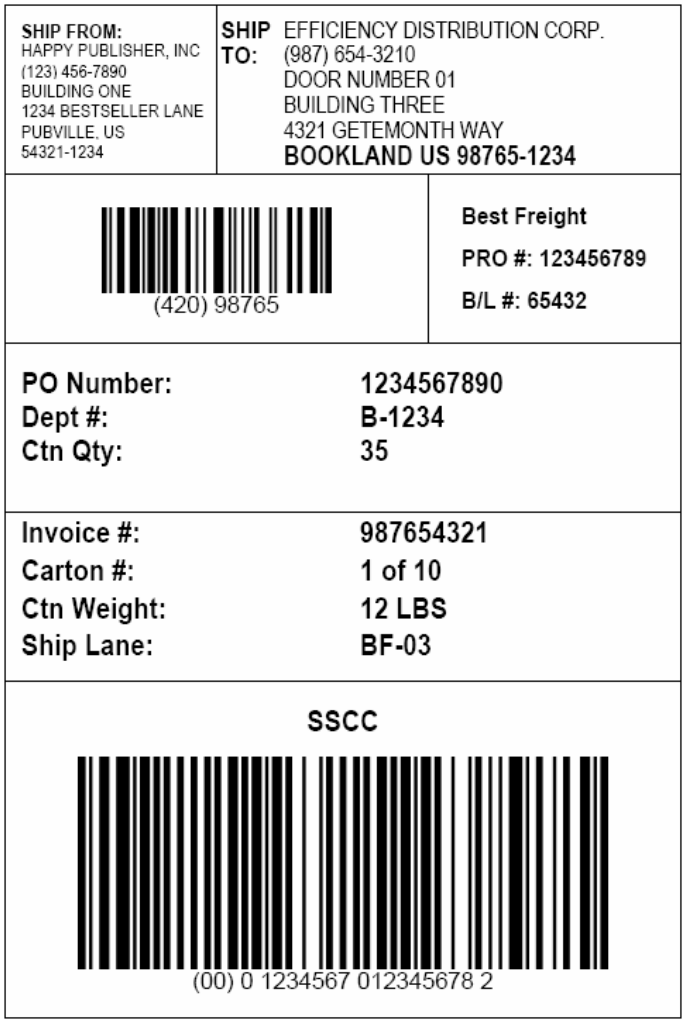
Lithuania	VNO	Justinas Viesunas	justinas.viesunas@expeditors.com	37052075807	Order Management	Primary
Lithuania	VNO	Kestutis Bacevicius	kestutis.bacevicius@expeditors.com	37052075807	Branch Manager	Secondary
Malaysia	KUL	Jewel Ng	HooiTheng.Ng@expeditors.com	Office: 60-3-7806 6225, Mobile: 60-16-217-2841	Agent- Order Management	Primary
Malaysia	KUL	Nor Azatul Fasya bt Azman	NorAzatul.Azman@expeditors.com	Office: 60-3-7806 6288, Mobile: 60-12-669 0536	Agent- Order Management	Secondary
Malaysia	KUL	Norulhuda Sarbangi	norulhuda.sarbangi@expeditors.com	Office: 60-3-7806 6272, Mobile: 60-19-696 1035	Assistant Manager – Order Management	Escalation
Singapore	SIN	SIN OM Group Email	SIN-OM-SIN@expeditors.com	N/A	Whole team including OM Manager, Leads, Agents.	Primary
Singapore	SIN	Lorevie Martinez	lorevie.martinez@expeditors.com	+65-6510-7900	Lead Agent-Order Management	Secondary
Singapore	SIN	Karmen Lai	Karmen.Lai@expeditors.com	+65-9007 0794	Manager – Order Management	Escalation
UAE	DXB	A.Rakshith	A.Rakshith@expeditors.com	+ 971-585089939	Ocean Export Lead	Primary
UAE	DXB	Abilash Babu	abilash.babu@expeditors.com	+ 971 50 1404878	supervisor	Secondary
UAE	DXB	Lakhmanan.R	lakshmanan.r@expeditors.com	00971-58-5168748	Ocean Export Manager	Escalation
Austria	VIE	Dogukan Topkan	dogukan.topkan@expeditors.com	43170189301	Ocean Export Supervisor	Primary
Austria	VIE	Tobias Genge	tobias.genge@expeditors.com	43170189301	Ocean Export Manager	Escalation

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 GETEMONTH 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