

Penguin Random House Binders Kit Summary Westminster, MD

The following summary is for your convenience as a quick reference only. It is not intended to cover all of our specifications; however, we feel it is helpful to vendors who are already familiar with our requirements.

Pallets:

- Size: 48" x 40" (121.9 cm x 101.6 cm)
- Maximum weight: 2500 lbs. (1134 kg)
- Maximum height from floor to top of pallet: 51" (129.5 cm) if using PRH pallet, 46" (116.8 cm) if using non-PRH pallet
- Replenishment: purchasing@penguinrandomhouse.com
- Block pallets will not be accepted. Use of block pallets may result in charge backs.

Cartons:

- Initials 100% cartoned unless otherwise specified. No partial cartons.
- Use 2" tape to seal top of cartons
- Stenciling 3/8" minimum size
- Stencil one long side panel and one end panel (or two side panels) with:

Title	Full ISBN (SKU) what is on cover four of book
Quantity (books per carton)	Gross Weight
Price with version code (US and Canadian)	Visible Barcode Type (what is on cover four of book)
Imprint/Publisher	On Sale Date (initials only when required) (MM/DD/YY)
Country of Origin	
- Maximum Size: 15" height, 22" length, 11.5" width (381 mm x 558.8 mm x 292.1 mm)
- Minimum Size: 4" height, 9" length, 6" width (101.6 mm x 228.6 mm x 152.4 mm)
- Maximum Weight: 35 lbs. (15.88 kg)
- Burst test minimum 200 LB test 'C' flute single wall, or ECT 32 equivalent with same side impact protection

Shipping:

- For shipments under 200 lbs. (90.72 kg), ship prepaid via UPS
- For shipments over 200 lbs. (90.72 kg); call transportation at 1-410-386-7792 for routing. 24 hours before books are done.
- After hours (4:30PM – 12:30AM) contact transportation at 1-410-386-7707 to arrange for pickups
- A copy of the packing list or bill of lading **MUST** be faxed to 1-410-386-7716 before the shipment arrives, listing ISBN, title, warehouse production order #, number of cartons, number of books per carton, retail price (US and Canada), and total # of books shipped by ISBN
- Double stacking is permissible, but only with prior approval
- Consolidate multiple shipments same day
- Specify on Bill of Lading "Call for Delivery Appointment 24 hrs in advance" for all shipments of 10 pallets or more

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

Penguin Random House
400 Hahn Road
Westminster, MD 21157
Receiving Phone: 1-410-386-7732

All reprints done after the on sale date go to:

Penguin Random House
400 Bennett Cerf Drive
Westminster, MD 21157
Receiving Phone: 1-410-386-7786

- If you send a mixed load (initials and reprints) on one trailer, we would prefer to have the reprints loaded first and initials loaded last so that the initials are unloaded first. You **MUST** have separate BOLs for each delivery address.
- If you are sending multiple titles, please place only one title per pallet.

Chargebacks:

- 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. Minimum chargeback is \$200 per billing.

For information or help interpreting these instructions please contact scdaily@penguinrandomhouse.com or Pam Harmon 410-386-7081 or Jeanie Wood 410-386-7086.