

## Penguin Random House POS 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:

- No block pallets will be accepted. Use of block pallets may result in charge backs.
- Size: 48" x 40" (121.9 cm x 107.6 cm)
- Maximum weight: 2500 lbs. (1134 kg)
- Maximum height from floor to top of pallet: 51" (129.5 cm) including height of pallet. 46" (116.8 cm) if using non-RH pallets
- Replenishment: [purchasing@randomhouse.com](mailto:purchasing@randomhouse.com)

### Cartons:

- Standard Case packs will be multiples of 12 unless stated differently on the purchase order.
- Initials 100% cartoned unless otherwise specified
- 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)
Quantity (books per carton)	Gross Weight
Retail price (U.S. and Canadian)	Version Code
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

### 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 send your questions via e-mail to [Scdaily@randomhouse.com](mailto:Scdaily@randomhouse.com)  
Or contact Pam at 410-386-7081/ Jeanie at 410-386-7086.