

## Penguin Random House, Inc. Binders Kit Summary Crawfordsville, IN

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.

For information or help interpreting the bindery kit instructions please send your questions via e-mail to [scdaily@penguinrandomhouse.com](mailto:scdaily@penguinrandomhouse.com) or contact Pam at 410-386-7081/Jeanie at 410-386-7086

### Pallets:

- **Block Pallets will not be accepted. Use of block pallets may result in charge backs.**
- 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
- Pallet replenishment : [purchasing@penguinrandomhouse.com](mailto:purchasing@penguinrandomhouse.com)

### Cartons:

- Initials- Carton 100% of the inventory in carton quantity indicated on purchase order. **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
Retail price with version code (U.S. and Canadian)	Visible Barcode Type (what is on cover four od book)
Imprint/Publisher	On Sale Date (initials only when required) <b>(MM/DD/YY)</b>
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 Instructions:

- For shipments under 200 lbs.(90.72 kg), ship prepaid via UPS
- For shipments over 200 lbs. (90.72 kg.), call Logistics services between 7:30 and 4:00 P.M. EST at 1-410-386-7704 for routing 24 hours before books are complete.
- After hours (4:00PM- 12:30AM EST) contact Logistics services at 1-410-386-7707 to arrange pickups.
- A copy of the packing list or bill of lading must be faxed to 1-410-386-7716 (attn. Logistics Services) 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 1-765-362-5125 for delivery appointment 24 hrs in advance"

All **initials and reprints** go to:  
Penguin Random House  
1021 North State Road 47  
Crawfordsville, IN 47933

Receiving Department Phone:  
1-765-362-5125 or 1-765-361-2718

### Initials Delivery dates:

- The due date for 'Early Date' for prepacks is Wednesday, 29 days prior to OSD
- The final drop dead 'Late Date' for Initials is Friday, 25 days prior to OSD

### 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.