

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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Books Manufactured Offshore Shipping Requirements

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Revision Page

Revision	Date	Page	Changes
21	7/2012	App. I	Forwarder contact info
22	11/2014	Entire	Update company name; add Penguin division information for carton packs; update carton marking requirements; jacket section, pallet sections and freight contacts
23	1/2016	7-9	Carton packing information
24	5/2017		Transportation contact info GTIN/carton marking info
25	10/2020	55-56	Transportation contact info
26	5/2021	12-16	Carton label update; adding Printer/Vendor Facility ID code and printing number
27	6/2022		Transportation contacts, PPO update, new Initial title warehouse address
28	7/2022	13	On Sale Date printed on cartons
29	6/2023	17, 25, 11	Pallet height for imports and restriction on flatback tape

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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.

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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 1/4 that were published prior to April 2016 packed in in a 4 stack configuration. In some cases, the width of the cartons for these titles will measure slightly larger than the carton min and max dimensions shown above. These exceptions will be permitted for Penguin titles that had an initial on sale date prior to April 2016. All PRH trade and hard cover titles with an on sale of April 2016 or later must adhere to all PRH carton sizing requirements as outlined in this Binder's Kit.

Examples of carton footprint sizes for legacy Penguin work:

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

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

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

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

Maximum carton weight

Maximum carton weight must not exceed 35 pounds (15.88kg). The carton should be made of 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.

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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.****

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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.

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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.

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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.

*Pressure sensitive flatback paper tape is 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

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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

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Portion of PRH Purchase Order**

Terms payt.: Within 60 days Due net

Currency USD

TRANSFER TITLE Please confirm the COST and SCHEDULE

Item	Material Order qty.	Unit	Description	Price per unit	Net value
00001	20,000	Each	9781400074464_RG19 Bind Books		
	WHSE Production Order Number : 3201146 Bind Production Order Number : 3237785 Text Production Order Number : 3237782 Cvjk Production Order Number : 3237783 Pptd Production Order Number : 3237784 Production Order Price Batch : 1099/1250R Visible Barcode : EAN Whse Delivery Address: Westminster Reorders 400 Bennett Cerf Dr. Title - Short: GOD GAVE US HEAVEN - Continued on Page 2 -				
	PPON = WHSE Prod Order Number Vendor ID/Code and Printing number Example= 3201146ABCD19				

On Sale Date

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

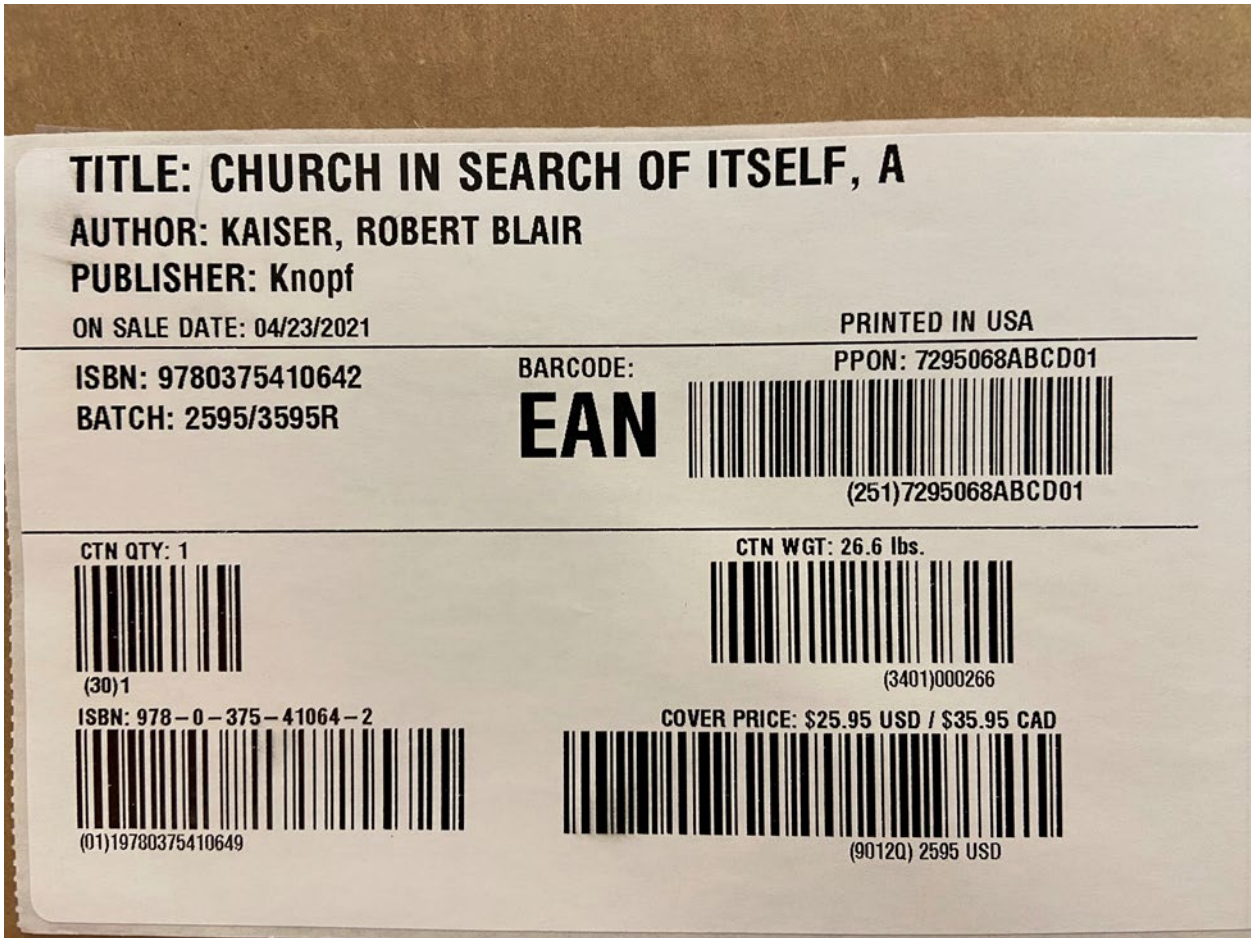
- Hardcover: 50K or higher
- Trade paperback: 75K or higher
- Mass market: 150K or higher
- Picture Books: 30K or higher
- Digest and other paperback trims: 50K or higher
- Audio: 20K or higher
- Pre-packs (with corrugate): always include
- Mixed Initial titles: always include
- Non-traditional: 40K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

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

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

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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

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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:

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

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

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

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

Identification of Stock for Shipment

On the outside of the shrink or stretch films or corrugated wrapping of each unitized load of stock coming into the Westminster/Hampstead Distribution Centers, identify the pallet by using one of the following addresses as instructed by the print bind order:

All **initials** and reprints completed prior to the on-sale date **before 8/16/22** should deliver to 400 Hahn Road, Westminster, MD 21157.

All **initial** titles with on sale dates **on/after 8/16/22** should deliver to **630 Hanover Pike, Hampstead, MD 21074**

All **reprints** done after the on sale date should deliver to 400 Bennett Cerf Drive, Westminster, MD 21157

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/Hanover Pike) so the initials can be delivered and unloaded first. There **MUST** be separate BOLs for each delivery address.

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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 or Hanover Pike. 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

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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.

- Hanover Pike deliveries
 - On sale dates 8/16/22 and beyond
410-386-7975
- Hahn Road deliveries
 - On sale dates before 8/16/22
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
PRH
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.

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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.

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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.

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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.

**PRH Binders Kit
Westminster, MD**

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_____

**PRH Binders Kit
Westminster, MD**

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

**PRH Binders Kit
Westminster, MD**

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 46 inches (116.8 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)

PRH Binders Kit Westminster, MD

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

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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
- h) Postal codes must be included on the commercial invoice and ISF if shipping from China.

**** 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. ****

**PRH Binders Kit
Westminster, MD**

Books Manufactured Offshore Shipping Requirements

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

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

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

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

Broker for ocean shipments:

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

E-mail: Tanisha.Harper@expeditors.com

Contact: Matthew Andrews

E-mail matthew.andrews@expeditors.com

Broker for AUTHORIZED air shipments:

Expeditors Phone: 443-734-7210
510 McCormick Drive, Ste K - N
Contact: Tanisha Harper

Glen Burnie, MD 21061 E-mail: Tanisha.Harper@expeditors.com

El Office	Role	El contact	Email	Phone
Hong Kong	Primary	Gordon Cheung	gordon.cheung@expeditors.com	852-21905164
Hong Kong	Primary	Patrick Yu	patrick.c.yu@expeditors.com	852-21905229
Hong Kong	Primary	Chris Ng	chris.ng@expeditors.com	852-21905249

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

**PRH Binders Kit
Westminster, MD**

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

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

export-import@penguinrandomhouse.com

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

Appendix E and Appendix F are samples of Express Bills of Lading.

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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 export-import@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)

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- * 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 (Expeditors) will have pre-cleared the shipment with US Customs prior to its arrival. Expeditors 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 ;

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

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

FOB Shipments – (International freight paid by Random House)

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

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

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

ISF Request Form Distribution List For C&F Shipments

Tanisha.Harper@expeditors.com

matthew.andrews@expeditors.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

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- Bar codes must be placed on cover 4 (back cover) of all product. It is no longer acceptable to place bar codes on the bottom of boxes due to constraints at our customers and in Random House, Inc.'s Returns area.
- The bar code must be placed so that the bottom of the human readable text under the bar code is at least $\frac{1}{4}$ " above the bottom trim either centered or closer to the right-hand corner.
- The bars must be oriented vertically or in the "picket fence" configuration (see attached example).
- For "strippable" product the bar code must be placed on cover 2 following these guidelines:
 - The bars must be positioned horizontally or in the "ladder" configuration with the lowest point of the bars located at exactly $\frac{3}{8}$ " from the front edge of the cover.
 - The bar code may be placed anywhere along the front edge as long as it is located at least $\frac{1}{2}$ " from the top and bottom edges and there is at least $\frac{1}{4}$ " of quiet space between either side of the bar code and any other text or graphics.
 - All effort must be made to position the bar code clear of embossing or die cuts. Both embossing over bar codes and bar codes cut off by die cuts create issues in Returns.

Strippable Indicator

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

Human Readable Information

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

Quiet Zone

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

Color

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

BISAC Categories

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

Cover 4 Bar Coding Examples

Hardcover – Jacketed & Unjacketed

US \$22.00 /\$28.00 CAN



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

Trade Paper, All Paper Non-Strippable Product

US \$11.00/ \$14.00 CAN



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

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- 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

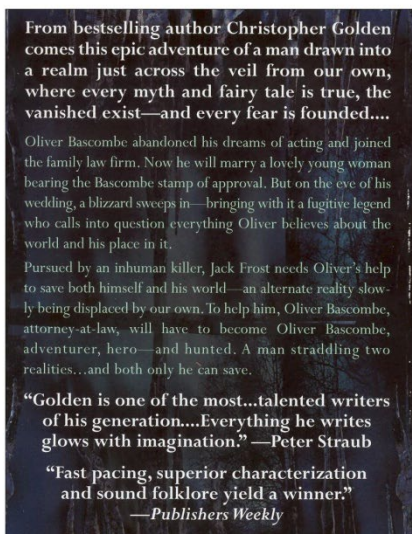


- Retail cover price in US & CAN (depending on rights) – human readable.
- ISBN – human readable.
- EAN bar code and 5-digit price add-on representing US or CAN cover price.
- Human readable EAN below bar code, human readable 5-digit add-on above add-on bar code.
- Strippable indicator (Δ with an “S”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

Bar Code Orientation & Placement Examples

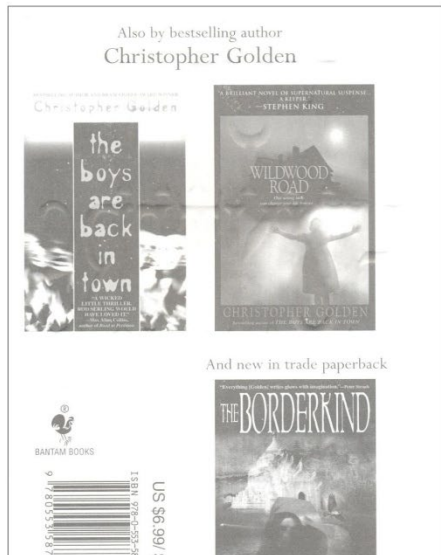
Cover 4

“Picket Fence” Configuration



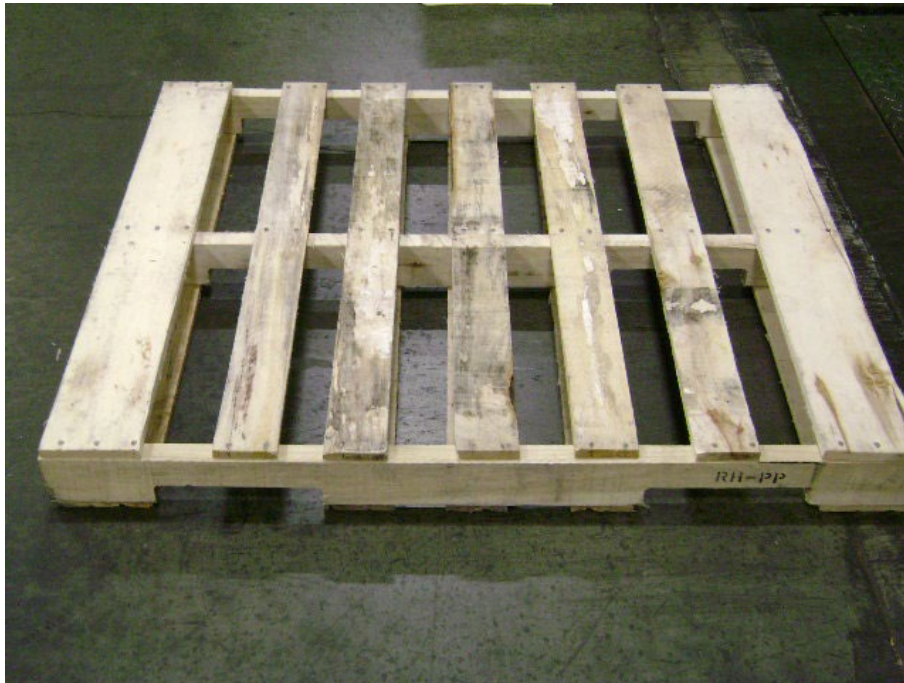
Cover 2

“Ladder” Configuration



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Appendix A



Penguin Random House Requirements

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

GMA standard pallet

Deck boards: 5/8" minimum thickness, end boards 5 1/2"

width minimum. Boards must be spaced with a 3" maximum gap.

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

Side cutouts must meet GMA specifications

Rev. June 2023

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Protruding nail heads or points are not permitted

No broken deck boards or stringers will be allowed

Side Stencil - Side stringers should be stenciled with

Random House or PRH, date of manufacture and the manufacturer's 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 stringers.

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

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**STRETCH WRAPPED
PALLETIZED CARTONS**

SEE
GENERAL
NOTE 3

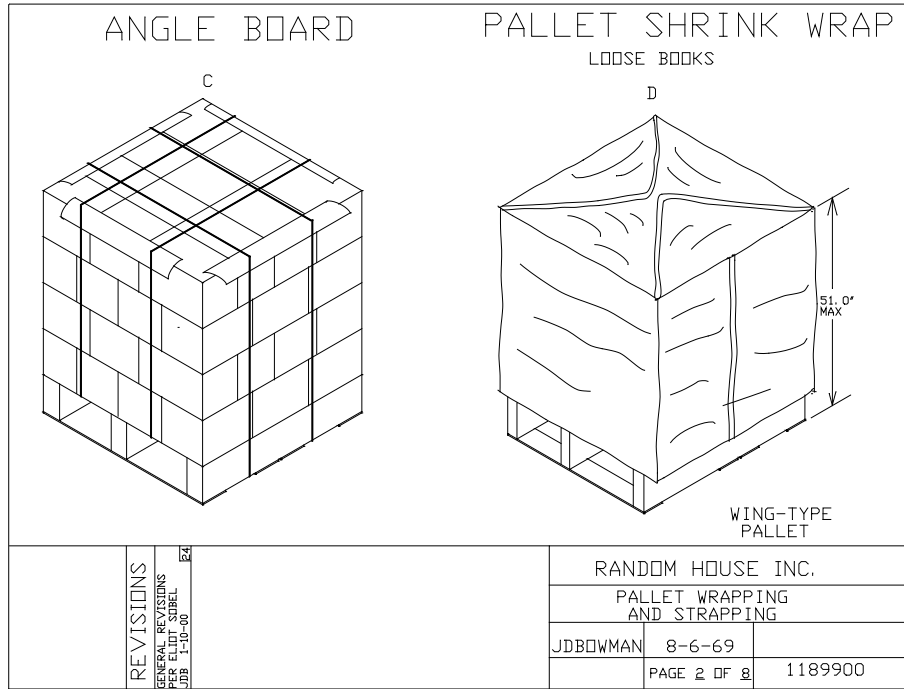
**TOP CAP-STRAPPED
STRETCH WRAPPED
LOOSE BKS.**

(SEE PAGE 3 FOR
ADDITIONAL
INFO ON B)

NOTE: CARTON STRETCH WRAP IS PREFERRED METHOD. STRETCH FILM APPLIED OVER CAP & STRAPS

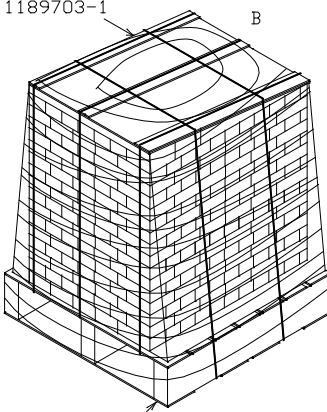
REVISIONS GENERAL REVISIONS AND REDRAWN ON CADD. JDB 7-20-94 [16] REVISION DESCRIPTIONS FOR THE METHODS D AND F. JDB 8-10-94 [17] METHOD F ELIMINATED. JDB 11-30-94 [18] ADDITIONAL INFO. ADDED TO GEN. NOTE 4. JDB 7-24-95 [19] PIN NUMBER LOCATION ADDED TO PAGE 1 DWG. & PALLET REFERENCE DELETED. JDB 6-9-97 [20] GENERAL REVISION. JDB 6-13-97 [21] GENERAL REVISION. JDB 8-18-97 [22] GENERAL NOTE 5-B-6 WAS PLASTIC FLAM 1/32". JDB 11-4-98 [23] SEE PAGE 2 FOR ADDITIONAL REV	RANDOM HOUSE INC. PALLET WRAPPING AND STRAPPING		
	JDBBOWMAN	8-6-69	
	PAGE 1 OF 8		1189900

**PRH Binders Kit
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**PRH Binders Kit
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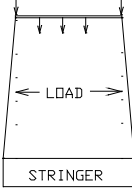
**STRETCH WRAP
LOOSE BOOKS**



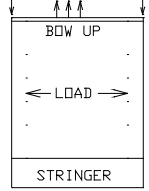
1189703-1

B

1189707-1



CORRECT



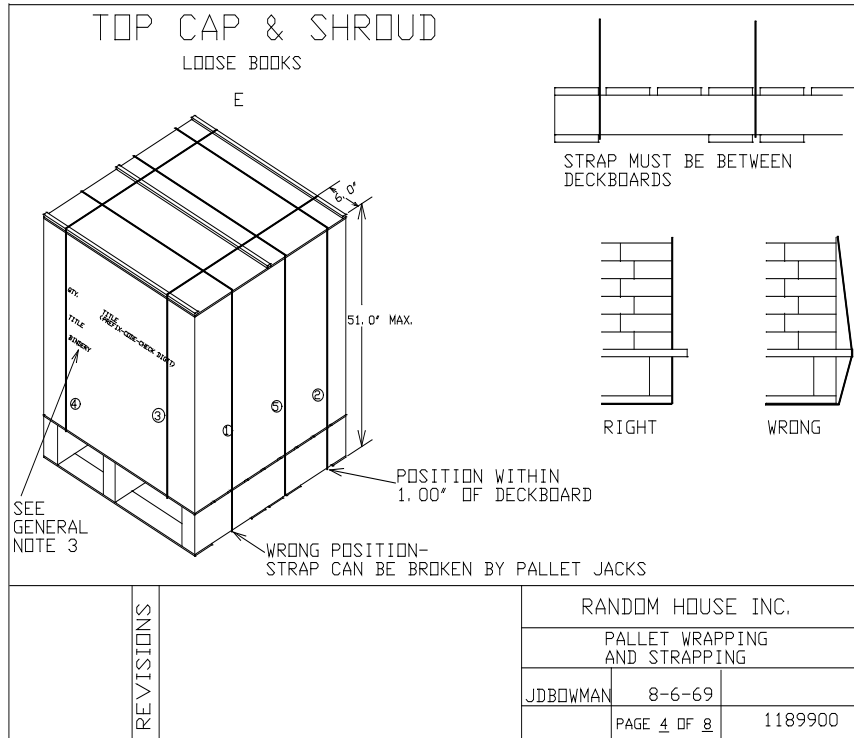
WRONG

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

**PRH Binders Kit
Westminster, MD**



**PRH Binders Kit
Westminster, MD**

Appendix B



PENGUIN RANDOM HOUSE LLC

Purchase order

PO number/date
5165912/02/22/2022

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

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

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

Contact Information:
Please direct inquiries to:
Production Manager

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

Delivery date 06/15/2022

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

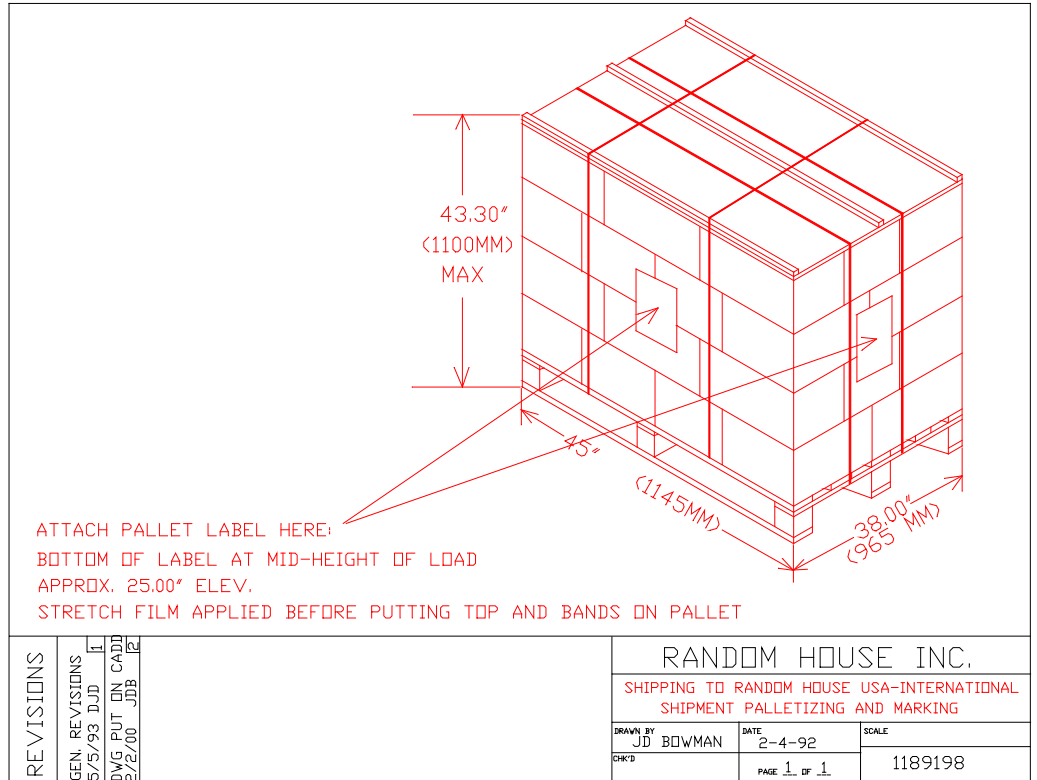
Terms payt.: Within 60 days Due net Currency USD

TRANSFER TITLE Please confirm the COST and SCHEDULE

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

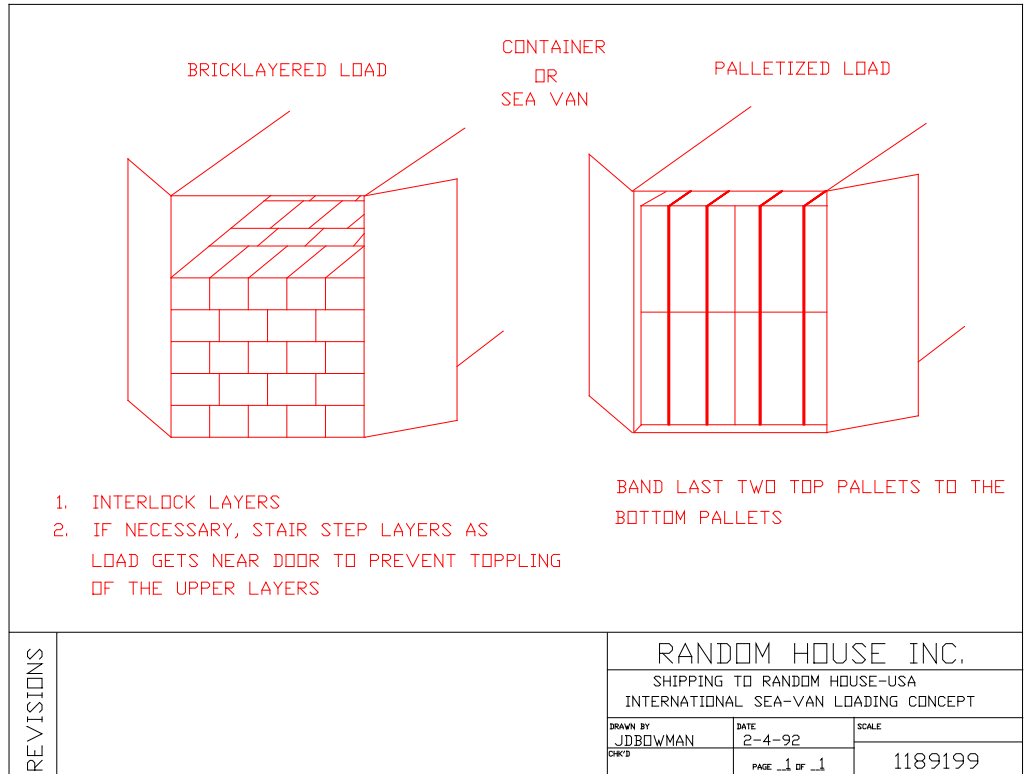
**PRH Binders Kit
Westminster, MD**

Appendix C




**PRH Binders Kit
Westminster, MD**

Appendix D



PRH Binders Kit
Westminster, MD

Appendix E

Shipper (1) (Shipper)		Copy BILL OF LADING		B/L No.	
Shipper's status: Consignee (if not negotiable unless consigned in order) (2) (Consignee)		Voyage No. MSCUK 2082150		 01501067 mediterranean shipping company S.A. GENEVA	
Notify Party (3) (Notify Party)		On-carriage by (6)			
Pre-carriage by (4) KINGANG		From (through transport) (5) EXPECTED CONNECTION VESSEL		"Said to contain, the carrier had no means to verify shippers' representation and the letter 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"	
Port of loading (10) LE HAVRE		Final destination (through transport) (9) BALTIMORA		Number of Original Bill (11) EXPRESS B/L	
Carrier's Receipt (12)		ALL PARTICULARS FURNISHED BY SHIPPER, CARRIERS MAKE NO REPRESENTATION (13)			
Marks and Numbers BOX 20 MSCUK21091/8 SEAL 09542 BEAL COMPANY AS PER MANIFEST	No of Pkgs 15	H.M.	Description of Goods SAID TO CONTAIN: BOOKS FREIGHT PREPAID CYC PREPAID T.V.R. 00.029 SEA MAY BILL	Gross Weight	Measurement
				5650.00	
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 shipped at the quay after the expiry of the free period, at the carrier's option, and at the risk and expense of the cargo.					


Before loading the Carrier is to give three days container detention which includes the day of collection or quay as well as allowing a free period in accordance with the tariff of the maritimed destination and as advised by the local Agent from the day of discharge at vessel. Container Tally and other equipment damage is void thereafter. All consignees to be jointly and severally responsible 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

Specification of freight and charges
TTN
Wendy

RECEIVED FOR SHIPMENT in apparent external good order and condition the container, other packages or units bearing marks and/or numbers indicated in the "Carrier's Receipt" above, 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 Merchants agree to be bound by all the terms, conditions, limitations and exceptions whether printed, stamped or written hereon and on page 1 and in particular agrees that the Carrier shall have the right to stuff cargo in containers and to carry on deck all kinds of containers including trailers, tanks, keels, canvas top, pallets or similar articles used to consolidate goods.
 If this Bill of Lading is consigned in order, i.e., is a negotiable Bill of Lading, (see "CON-SIGNED" 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.
 LIVORNO 05 NOV 2000

PRH Binders Kit
Westminster, MD

Appendix F

Shipper		B/L No. NYKS002306645																																														
Consignee RANDOM HOUSE, INC. 400 HAHN ROAD WESTMINSTER, MARYLAND 21157, U.S.A. ATTN: MS. WENDY-CAREY LEPPD **		 <p>BILL OF LADING</p> <p>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.</p> <p>If required by the Carrier, this Bill of Lading duly endorsed must be surrendered in exchange for the Goods or delivery order.</p> <p>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.</p> <p>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.</p>																																														
Notify Party		<p>Pre-carriage by</p> <p>Ocean Vessel BLESS No. 81995</p> <p>Port of Discharge LDS ANGELES, CA</p>																																														
Place of Receipt TOKYO CY		<p>Place of Delivery BALTIMORE, MD DRT</p> <p>Final Destination (for the Merchant's reference only)</p>																																														
Port of Loading TOKYO, JAPAN		<table border="1"> <thead> <tr> <th>Container No.</th> <th>Seal No. / Marks & Nos.</th> <th>No. of Containers or P'kgs.</th> <th>Kind of Packages</th> <th>Description of Goods</th> <th>Gross Weight (KGS)</th> <th>Measurement (M3)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>**</td> <td>TEL. (410)848-1900 EXT. 4006 FAX (410)386-7715</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>***</td> <td>ATTN: MS. SHARON BROWN TEL. (410)539-0540 FAX (410)547-6936</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>NO MARK</td> <td></td> <td>"SHIPPER'S LOAD & COUNT" "SAID TO CONTAIN" 7 CONTAINERS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>MLCU4775849 NYKLRTX266 NYKU6678118 NYKLRTX247 TEXU7384421 NYKLRTX230 TEXU7416088 NYKLRTX252 TRIU5490449 NYKLRTX260 TRLU4495800 NYKLRTX235 TRLU4585626 NYKLRTX271</td> <td></td> <td>BOOKS "IN TUSCANY" "ALFRED PORTALE'S TWELVE" 164 PALLETS (8,761 CARTONS)</td> <td></td> <td>133,862 (132,252)</td> <td>226.080 (203.706)</td> </tr> <tr> <td colspan="2">TOTAL NUMBER OF CONTAINERS OR PACKAGES (IN WORDS)</td> <td colspan="2">SEVEN (7) CONTAINERS ONLY</td> <td colspan="2" style="text-align: center;">M.L.B. CARGO</td> <td></td> </tr> </tbody> </table>		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)	TOTAL NUMBER OF CONTAINERS OR PACKAGES (IN WORDS)		SEVEN (7) CONTAINERS ONLY		M.L.B. CARGO					
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FREIGHT & CHARGES		<table border="1"> <thead> <tr> <th>Revenue Tons</th> <th>Rate</th> <th>Per</th> <th>Prepaid</th> <th>Collect</th> </tr> </thead> <tbody> <tr> <td>B. FRT (12-00219A)</td> <td>40*X</td> <td>7 USD</td> <td>VAN USD</td> <td></td> </tr> <tr> <td>C.A.F.</td> <td>(USD)</td> <td></td> <td>8.00% USD</td> <td></td> </tr> <tr> <td>B.S.C.</td> <td>40*X</td> <td>USD</td> <td>VAN USD</td> <td></td> </tr> <tr> <td>PEAK SEASON SURCHG</td> <td>40*X</td> <td>7 USD</td> <td>VAN USD</td> <td></td> </tr> <tr> <td>DRT CHARGE</td> <td>40*X</td> <td>7 USD</td> <td>VAN</td> <td>USD</td> </tr> <tr> <td>T.H.C. (L)</td> <td>40*X</td> <td>7 JPY</td> <td>VAN JPY</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>USD TOTAL</td> <td>USD</td> </tr> <tr> <td></td> <td></td> <td></td> <td>JPY TOTAL</td> <td>JPY</td> </tr> </tbody> </table>		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				JPY TOTAL	JPY
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			USD TOTAL	USD																																												
			JPY TOTAL	JPY																																												
Ex. Rate	Prepaid at TOKYO	Payable at DESTINATION	Place of B(s)/L Issue TOKYO	Dated SEP. 10. 2000																																												
	Total Prepaid in Local Currency	Number of Original B(s)/L EXPRESS B/L	NIPPON YUSEN KAISHA																																													

**PRH Binders Kit
Westminster, MD**

Appendix G

Shipper:
ABC Book Company
Hong Kong

INVOICE # ABC123

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

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

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

<u>PARTICULARS</u>	<u>COUNTRY OF ORIGIN</u>	<u>JOB NO.</u>	<u>QUANTITY COPIES</u>	<u>UNIT PRICE USD</u>	<u>AMOUNT USD</u>
PRINTED BOOKS TO BE ENTITLED :					
Fodor's - Europe's Great Cities	CHINA	00-03-404	7,002	6.4	44,812.80
ISBN # 0-679-00365-7 Whse. Production Order # - 1234567					
Babar's Bath Book	CHINA	00-03-405	500	.75	375.00
ISBN# 0-679-83434-6 Whse. Production Order # - 2345678					
Prepaid Ocean Freight Charges - \$3,750 USD					
Prepaid Insurance Charges - 65 USD					
					TOTAL 45,187.80

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

FOR AND ON BEHALF OF

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

**PRH Binders Kit
Westminster, MD**

Appendix H

PACKING LIST

CONSIGNEE RANDOM HOUSE, INC 400 Hahn Road Westminster, Maryland 21157, U.S.A. Attn: Ms. Wendy Carev Lopez Tel: (410) 848-1900 ext. 4000 Fax: (410) 386-7715		INVOICE NO. 30031
		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	MEASUREMENT
BOOKS					
"IN TUSCANY" Warehouse Production Order #7199048					
CONTAINER NO. TEXU-7384421					
P/NO.1-24	24 PALLETS	@54 Ctns. 1,296 Ctns.	@12 cps. 15,552 cps.	@825 Kgs. 19,800 Kgs.	
CONTAINER NO. TRLU-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. 19,500 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. TKIU-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 -

PRH Binders Kit
Westminster, MD

PACKING LIST

CONSIGNEE		INVOICE NO.	10021		
PAGE 2		DATE	SEPT 10, 2000		
SHIPPED PER		SAILING ON/ABOUT			
FROM		VIA			
TO		MARKS & NUMBERS			
PACKAGE NO.	DESCRIPTION	QUANTITY	NET WEIGHT	GROSS WEIGHT	MEASUREMENT

CONTAINER NO. IRLU-4585626

P/NO.137-153	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 shks.)	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.
P/NO.157	"ALFRED PORTALE'S TWELVE" 1 PALLET	26 Ctns.	Warehouse Production Order #7198484 @8 cps. 208 cps.	392 Kgs.

TOTAL 7 CONTAINERS (8,761 Cartons on 164 PALLETS) 105,828 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 0-7679-0606-3
33 LBS.
BROADWAY BOOKS

TOPPAN PRINTING CO., LTD.

Kuoto Koda

**PRH Binders Kit
Westminster, MD**

Appendix I

Freight Forwarder Contacts

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

**PRH Binders Kit
Westminster, MD**

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	