

## Random House Publisher Services Retail Terms Of Sale (Updated 5/07)

### **RH WESTMINSTER, MD WAREHOUSE:**

**Distribution Clients:** Hatherleigh (9/06), Kuperard (9/06), Mondadori Spanish Language, National Geographic Adult, New York Review Books (04/06), North Atlantic/Frog, Ltd. Adult (03/07), Osprey (01/06), Rizzoli, Selector (10/05), Shambhala, Steerforth Press, Taunton Press, Titan (03/07), Wizards of the Coast Adult (01/06), Vertical (01/06), Welcome Books (03/06) .

### **RH CRAWFORDSVILLE, IN WAREHOUSE:**

• National Geographic Children's, North Atlantic/Frog, Ltd. Children's (03/07), Wizards of the Coast Children's.

### **HOW TO ORDER:**

Customer Service: (800) 733 – 3000  
EDI: (800) 669 – 1536  
FAX Orders to: (800) 659 – 2436  
Telephone Sales Dept: (800) 724 – 7753

### **MAIL ORDERS TO:**

Random House, Inc.  
Distribution Center,  
400 Hahn Road  
Westminster, MD 21157  
Attn: Customer Service

**FREIGHT:** All formats will ship free freight on outgoing orders to established trade accounts. Initial shipments do not combine with reorders.

**SHIPMENT MINIMUM: Westminster:** \$200 retail value for reorders, \$100 retail value for initials;

**Crawfordsville:** \$100 retail value. All publishers and formats will combine to meet the shipment minimum within each warehouse. Shipments that do not meet the minimum will not leave the warehouse and will backorder for up to 90 days, in order to combine with other orders. Once a combination of orders exceeds the minimum retail value, it will be shipped.

**CREDIT:** Shipments will be made to all accounts in good credit standing, as determined by the RH Credit department.

**PAYMENT TERMS:** 60 days End of Month from invoice date. Payments, in the form of checks, money orders, or wire transfers, are due at the RH bank by the last business day of the month due (excludes Sat & Sun).

**VENDOR COMPLIANCE:** RH will not pay or accept vendor non-compliance chargebacks. All purchase orders are accepted and shipped subject to the terms and conditions of Random House's terms of sale.

**STOP ORDERS (Single Title Order Plan):** 35% Discount on MM, TR and HC orders (CASH WITH ORDER - send orders to 400 Hahn Road, Westminster, MD 21157 Attn: Customer Service. Shipments will be made via Parcel Post (\$5.50 shipping & handling); UPS (\$7.50 shipping & handling); or another service as indicated and paid for by the customer.

RH offers a Corporate Sales Discount for retailers selling to corporate or community third parties. Please ask your RH representative for details.

RH offers export terms for retailers selling to appropriate open market territories overseas provided certain conditions are met. For more information, contact Random House International @ 212 572-6106.

### **BASE DISCOUNTS:**

All discounts listed are off invoiced cover price.

#### **Basic Formats:**

Audio	50%
Children's Digest	46%
Children's Color & Activity	48%
Hardcover (HC) & Trade Paperback (TR)	46%
Mass Market (MM)	44%

#### **Other Discounts:**

Library Bindings	35%
Nat'l Geo Soc. Traveler	48%
NYRB Calendars	60%
NYRB (incl. Little Bookroom) Stationery	52%
Shambhala HC Boxed Sets	52%
Rizzoli Promotional (HC & TR)	48%

Taunton Videos	46%
Wiz of Coast Folio, Miniatures	46%
Signed Limited Editions	25%NR**

\*\*NR = Non-returnable.

### **RETAIL DISTRIBUTION CENTER (RDC)**

Retailers who meet the following conditions are eligible for RDC discounts:

- The distribution center is a separate ship-to account.
- The distribution center is a freestanding operation with dock loading facilities capable of receiving full skids of merchandise.
- The distribution center's sole function is warehousing and distribution with no direct physical public access for consumers.
- No sub-shipments requiring separate packing or invoicing will be allowed.

### **RDC DISCOUNTS**

Adult & Children's (all formats unless indicated):	48%
Children's Color & Activity	50%
Rizzoli Promotional Titles (HC/TR)	50%
Nat Geo Soc Traveler	50%

- All product lines without specific RDC discounts, or those formats whose discount is already higher than 48%, will receive their base discounts for shipments into the RDC.
- Any books ordered in less than carton quantities are subject to a quarterly chargeback to the appropriate retail base discount. (Accounts will be notified prior to implementing.)
- Returns from accounts with an RDC will be credited at the applicable RDC discount, and adjusted each quarter to the account's actual year-to-date average base / RDC discount. All customer claims & deductions must be made at the RDC discount.
- **Mass Market Warehouse Policy (09/04):** RDCs that meet additional criteria will be eligible to receive an additional discount of 2% on mass market. Contact your rep for details on how to qualify.

### **RETURN POLICY:**

**RETURN POLICY:** A valid return claim covers RHPS product, which is eligible for return and has been shipped to the designated RH facility. Only returnable product purchased directly from RH can be returned for credit. RH reserves the right to review and disallow credit for returns in excess of what was purchased. An estimated or anticipated bulk returns claim is an invalid deduction and will not be allowed. Returns are credited at the standard base discount at which the product was purchased. Titles that are active and bought on a returnable basis can be returned at any time.

- Unless otherwise specified, full copy returns are required on all hardcover, trade paper, and audio titles. All labels and stickers appearing on cover four (back cover) that contain bar coding or obstruct the pre-printed bar code located on cover four (back cover) must be completely removed prior to return. Returns freight on all products is the responsibility of the retailer.
- Unless specifically designated as a full copy return, we require **stripped front cover returns** on all **mass market** books. Dated materials can be stripped only after the new edition has been shipped. Calendars are strippable only after March 31<sup>st</sup> of the current year. In submitting returns for credit, the retailer agrees that the bodies of books of which covers only are returned, will be shredded or destroyed in such a manner as to make them unusable after covers are returned for credit. For customer's protection, returns should be sent insured (e.g. insured parcel post).

Accounts qualifying for returnable retail terms, stripped cover and full copy returns must be shipped separately to:

**Random House – Returns Department**  
**1019 N State Road 47**  
**Crawfordsville, IN 47933**

Return authorization in advance is not required, however, all returns should be made with a claim copy or packing slip enclosed in each carton identifying the quantity by ISBN or description and cover price of what is being returned, your name, address, account #, claim # (if any) and # of cartons. Please limit each carton of returns to 35lbs. Accounts will be given 180 days after notification that a title has been declared **Out of Print** or **Remaindered** to return it for credit. Random House will return, at the customer's expense, and no credit will be issued for any titles received that are either not eligible for credit or not RHPS publications (NOP) or have labels or stickers applied to cover four (back cover) that either contain bar coding or obstruct any pre-printed bar codes. If the customer refuses and/or returns the product back to Random House, the product will be destroyed.

• For more information regarding packaging and shipping of returns please contact Customer Service or visit [www.randomhouse.biz/booksellers/notices](http://www.randomhouse.biz/booksellers/notices).

### **NON-RETURNABLE (NR) OPTION**

**NOTE:** An account is limited to either returnable or non-returnable terms. The option will remain in effect for the entire calendar year. For a change in status, an account must inform RH of any change for the following year, by **October 31<sup>st</sup>** of the current year. If no change in status is made, orders will be processed on the same basis as the prior year's orders. The terms of sale are as follows:

- **Base discount:** 50% (All product types with returnable base discounts of higher than 50% will receive the higher discount).
  - Does not qualify for Co-op and/or any other RH Merchandising programs.
- A NR account that chooses to revert to returnable terms will not be able to exceed a 1st quarter returns rate of 10% of prior year's gross volume; nor for that same year will returns be accepted, for all formats, beyond 30% of that year's gross volume. Should an account elect the NR option for a given fiscal year, RH will accept returns of prior year's purchases through January 31<sup>st</sup>.

*RANDOM HOUSE, INC. RESERVES THE RIGHT TO CHANGE TERMS OF SALE AT ANY TIME.*

*<http://www.randomhouse.com/bookseller/terms.html>*