

Random House, Inc.

Crawfordsville, IN

Audio Binders Kit

**Packing, Marking, Shipping, and Invoicing
Instructions for all shipments to the
Crawfordsville Distribution Center**

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

**Important information for Manufacturers of Random House Inc. Audio products
shipping to the Crawfordsville Distribution Centers**

The purpose of this pamphlet is to provide specific instructions for packing, marking, and shipping products that you manufacture for Random House, Inc.

Any shipment made to the Crawfordsville 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 at 410-386-7081 or Jeanie at 410-386-7086

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Table of Contents

Revision Page	4
Chargeback Policy	
Purpose	5
Accounting Overview	5
Operating Procedure	6
Printer Chargeback Billing	6
Bindery Audio Book Cartoning Requirements	
Minimum and Maximum Carton Dimensions	7
Maximum Carton Weight	7
Standard Carton Pack	7
Carton Packing Information	8
Carton Closure	8
Bindery Audio Book Carton Marking Requirements	
Carton Stenciling	9-12
Bindery Audio Book Carton Shipping Requirements	
Pallet Procurement and Procedures	12-13
Identification of Stock for Shipment	13
Packing List	14
Bill of Lading	14
Bills of Lading Drop Shipments to RH Customers and Vendors	15
Delivery Dates for New Titles	17
Invoices	17
Distribution of Advance Copies	18
Routing and Loading Instructions	19
Logistics Contact Information	
Appendices	
A - Random House pallet wrapping and strapping instructions	20-23
B - Standard Random House Purchase Order	24-29
Import security procedure	30
RH bar code standards	31-33

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Revision Page

Revision	Date	Page	Changes
2	1/8/04	12-13	Ship to address changed to 1021 North State RD 47 and updated inbound shipment contact to be Linda Johnson at 410-386-7704
3	7/12/04		Updated operating procedure, printer chargeback billing, and Quantity of an Order to be Cartoned.
4	4/19/05		Updated Freight payment address and contact
5	11/23/05	9	Carton marking updates
6	4/13/06	13 15 19	Block pallets are unacceptable Updated BOL information for drop shipments Updated Logistics Services Contact information
7	1/11/07	9 12 13	Update carton marking requirements Update contact information for purchasing Pallet identification number information
8	Jan. 2008	9 10- 13 A	Update contacts for questions; Update carton marking section samples to include 13 digit examples Pallet diagram
9	April 1, 2010	10 30-33	Remove hyphens from stencil example Update bar code standards document
10	Jan 2011	8 30	Country of Origin for products needs to be printed on the cartons regardless of where they are produced Import Security Procedure
11	7/2011	17	Updated Invoicing for 1-888-RHPAYME

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Charge backs

Purpose

This procedure applies to purchase orders received at the Crawfordsville, IN Distribution Center.

Printer Error Charge Backs are necessary when the printer makes an error that causes rework to be done by 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
- Audio book inspections required at the DC due to suspected production problems, initiated by Production

Random House will have the printer reimburse the costs of the rework once it is performed, either by Crawfordsville or by an outside rework vendor. In addition, some of the rework may be due to errors on the part of 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 billback 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.

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Operating Procedure

Receiving & Stock Control

1. When a problem receipt occurs, the Receiving Dept. will inform Stock Control of the problem.
2. Stock Control will determine if the required rework will be done in house, at an outside rework vendor, or sent back to the binder.
3. 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.
4. Stock Control will notify the Inventory Managers of the quality issue.

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.

Random House, Inc. Audio Binders Kit
Crawfordsville, IN

Bindery Audio 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.

Maximum carton weight

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

Standard audio book carton pack

A desired carton pack will be included on a standard purchase order.

Audio Book titles are 24 copies per carton for both cassettes (if there are 4 or fewer in the set) and CDs., ~~with the following restrictions:~~

~~-- If a spine is under 1/2", the packing will be in 24's. This will apply mostly to juvenile titles.~~

~~--- If a spine is 1/2" - 3/4", the packing should be in single stack of 12.~~

~~--- If the spine is over 3/4", the packing should be in double stacks. (6 per stack - for a total pack of 12).~~

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

- If a carton has unabridged versions (over 4 cassette packaging format), then they are packed 12 per carton.
- Audio gift sets may have smaller custom packs.
- If a carton is full and still does not meet the minimum carton size requirements, you may increase the number of packs in the carton by increments of 2 until the carton meets the minimum specifications.

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 can not be met, then try the removing or adding of layers as stated above.

If the carton still does not meet the height or weight restrictions, or if you have concerns about how to pack a particular shipment, please contact the issuer of the purchase order for revised instructions.

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.

Carton Packing Information

Audio Packs: 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). Audio pack spines should face toward center to avoid rubbing carton corrugation on multiple stacked 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 audio packs when cutting cartons open.

Peanuts and Shredded Paper: Not acceptable as packing material/filler.

Tight Pack: Maximum of 1/8”(3.175mm) on all sides of carton (between audio pack stack and carton side).

All audio items must be shrink wrapped.

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Carton Closure

Cartons should be sealed on the **bottom** with glue, hot melt, reinforced paper tape, or 2 (50.8mm) inch 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.

Bindery Audio Book Carton Marking Requirements

Carton Label and Stenciling

Labeling or stencil on one side panel and one end panel (or two side panels) as follows:

- *Title
- Full ISBN (SKU) what is on cover four of audio
- **Production Order Price Batch:
(Both U.S. and Canadian with Identifier letter)
- Retail Price US/Canada (Where applicable)
- Quantity (books per carton)
- Gross Weight (in pounds, rounded to the tenth)
- Barcode Type (EAN or UPC) (kind of barcode on cover four of audio)
- ***On Sale Date (Initials only) (**MM/DD/YY**)
- Imprint/Publisher
- Country where books were printed

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.

Please see the Random House Recommended Standard sample label and sample carton stencil on the next page.

*** Title**

If the title is too long for the stencil/label, you may use the shortened version. It can be found on the purchase order supplied by Random House, INC. (a sample of a purchase order can be found on the next page). The field is called **Title- Short**.

**** Production Order Price Batch**

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

On the purchase order supplied by 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 stenciled cartons the Production Order Price Batch should appear as follows:

PO shows: 2500/3800R

Stencil Shows: \$25.00/\$38.00CAD R


For labeled cartons the Production Order Price Batch should appear in its entirety:

Batch: 2500/2800R

*** The On Sale Date does NOT need to be on each carton unless the publisher requests this information. This information will be communicated to you via the purchase order or by your production manager.

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**.

**Bindery Book Carton Marking Requirements
Portion of a Random House Purchase Order**

 RANDOM HOUSE, INC.		Purchase order			
		<i>PO number/date</i> 2218878/09/11/2001 <i>Changed on:</i> 06/21/2006	<i>Page</i> 2		
Item	Material Order qty.	Unit	Description	Price per unit	Net value
			Cvjk Production Order Number : 7295068 Production Order Price Batch : 2500/3800R Visible Barcode : EAN Title - Short: AVA'S MAN Contribl: BRAGG, RICK ISBN: 9780375410628 Ten Digit ISBN: 0375410627 Book Type: Reprint Printing Number: 02 Version ISBN: 9780375410628_RG02 Version/Edition: Regular Edition Whse Del Date: 09/21/2001 RH Division: Knopf Format: Hardcover Imprint: Knopf On Sale Date: 08/21/2001 BISAC Subject Category 1: BIOGRAPHY & AUTOBIOGRAPHY Retail Price USA: 25.00 Retail Price Can: 38.00		

Random House, Inc. Audio Binders Kit
Crawfordsville, IN

RH Recommended Standard Stencil






AVA'S MAN

9780375410628 / REG ED

\$25.00 / \$38.00 CAD / R / EAN

KNOPF / 12 PK / WT : 15.7 / USA

RH Recommended Label Standard

TITLE: AVA'S MAN		
AUTHOR: BRAGG, RICK		
PUBLISHER: KNOPF		
ON SALE DATE: 08/21/2001		PRINTED IN USA
ISBN: 9780375410628 BATCH: 2500/3800R	BARCODE EAN	PPON: 7295068  (251) 7295068
CTN QTY: 12  (30) 12		CTN WGT: 15.7 lbs.  (3401) 000157
ISBN: 978-0-375-41062-8  (01) 19780375410625	COVER PRICE: \$25.00 USD / \$38.00 CAD  (9012Q) 2500USD	

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)

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Application Identifiers			
Field Name	AI	Format	Example
Publisher Purchase Order	251	n3 + an..30	2218878 = 2512218878
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))	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

Bindery Audio Book Carton Shipping Requirements

Pallet Procurement and Requirements

Random House supplies and ships pallets and tops (where applicable) for vendor shipments to locations specified by our Operations Center Coordinator.

Requests for pallets should be made to the Purchasing Department via: e-mail (purchasing@randomhouse.com)

The following information will be required:

- Quantity and title of audio books being manufactured
- The name of your Random House New York Production contact
- The name and address of the vendor shipping to Crawfordsville if the job is being subcontracted

An annual December pallet physical inventory on hand is to be forwarded via email to purchasing@randomhouse.com .

All shortages will be billed to the vendors involved, including transportation costs.

In the event pallets are not procured in time for a particular job and audio books must be unitized on the vendor's own pallets, Random House cannot guarantee return of these pallets and will not accept billing for these pallets.

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

- **Block pallets will not be accepted. Use of block pallets may result in vendor charge backs**

For palletizing specifications, please see Drawing 1189900 (Appendix A).

- 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 deck boards, 5/8" (15.88 mm) evenly spaced with 3" (76.2 mm) maximum spacing
- 2 end bottom deck boards, 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 deck boards
- No paint, grease, chemical, or other material which would damage or contaminate product

If not using a standard Random House 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 must be stretch wrapped to secure contents of pallet-to prevent spillage 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 Crawfordsville Distribution Center, identify the pallet by using one of the following addresses as instructed by the print bind order:

Random House, Inc.
1021 North State Road 47
Crawfordsville, IN 47933

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.

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).

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Packing List

A detailed packing list must accompany every shipment into the Distribution Center, with separate packing lists for each 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	Scheduled Dock Time
Bindery address information	Ship to address information

* Appendix B is a sample of a standard Random House Purchase Order, with the pertinent information circled. This info will always be in the same place on a Random House Purchase Order. The Production order number is the seven-digit number that starts with a '7'.

A copy **must** be faxed to the correct receiving department before the shipment arrives, at the fax numbers listed above, in order to schedule a shipment pickup.

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 for **each title** on the trailer, as well as a separate bill of lading for each address, and 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
Manufacturing Purchase Order Number	Customer Name
Date Shipped	Total number of books, cartons, pallets
Gross Weight	Carrier
Trailer Number	

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.
1-765-362-5125

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Billing address for freight payments that must go on the BOL is:

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:

Random House
Attn: Accounts Payable
400 Hahn Rd.
Westminster, MD 21157

This will serve not only as a bill of lading, but also as a shipping manifest. A copy must also be faxed to Logistics Services at 410-386-7715.

Bills of Lading Drop Shipments to Random House Customers/Vendors

If you manufacture audio books for us that are not shipped to the 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 Logistics Services ~~customer service~~ at 410-386-77167045.

All shipments to destinations other than our warehouse above or our office at 1745 Broadway are to be sent freight collect unless instructed otherwise.

Bills of Lading Requirements - Drop Shipments

If you manufacture books for us that are not shipped to a 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 Logistics Services at 410-386-7715.

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

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

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:

Random House, Inc.
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/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.

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Pallet Specifications – Bindery Drop Shipments

The standard pallet dimensions for bindery drop shipments are listed in Appendix A of this document.

Invoices

Invoices should be sent to:

Attn: Accounts Payable
Random House, Inc.
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.

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:

Random House SAP purchase order number	Invoice number
Invoice Date	Full Title
Name of purchaser	ISBN
Division	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 subtotalling 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

Distribution of Advance Copies

Random House requires our binderies to supply advance copies of our titles for our use and approval. All copies needed are specified on our purchase order, and/or

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

use the standard distribution on file. Our requirements will typically include two or three separate shipments, all for our New York offices at 1745 Broadway, New York, NY 10019. All these shipments should be made as soon as audio books are available in 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.

Any estimates prepared by you for manufacture of titles should consider all of the above applicable packing and shipping requirements herein.

“Sample Audio Books” going to our mailroom at 1745 Broadway 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.

For embargo titles, please follow the special procedure indicated on the purchase order.

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.

Shipments over 200 lbs-Call the **Logistics Services Department** between 7:00 A.M. and 4:00 P.M. EST at 410-386-7704 to schedule the pick up of shipments over 200 lbs. After 4:00 P.M., call 410-386-7718 to arrange pick up

Shipments that are under 200 lbs are to be shipped Prepaid via UPS

Multiple shipments made in one day must be consolidated onto one master bill of lading or charge backs will result from the overcharge in freight.

Should you need additional information concerning shipments to the Crawfordsville Distribution Center contact the Inbound Load Coordinator

Inbound Load Coordinator

For shipments weighing over 200 lbs. and for Third Party shipments you must contact Logistics Services department at 410-386-7792.
Normal hours of operation for receiving are during the hours of 7:00AM - 3:30PM EST.

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

After Hours Contact

To arrange for pick ups after hours contact the Logistics Services department at ~~in all states please call~~ 410-386-7707 during the hours of 4:30 pm – 12:30 am EST.

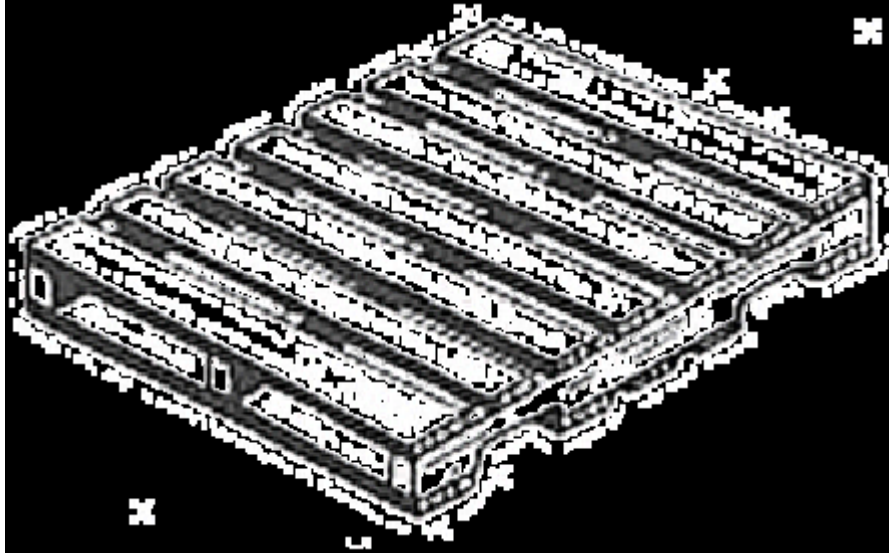
Expedited Routings

For expedited routings contact the Inbound Load Coordinator (410-386-7792).

Note: If unable to reach the Inbound Load Coordinator or the After Hours Contact via phone, please e-mail domestictransportation@randomhouse.com for assistance.

Random House, Inc. Audio Binders Kit
Crawfordsville, IN

Appendix A



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

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 RH, date of manufacture and the manufactures' 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 stingers.

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

Random House, Inc. Audio Binders Kit Crawfordsville, IN

STRETCH WRAPPED PALLETIZED CARTONS

A

51"
MAX

SEE
GENERAL
NOTE 3

TOP CAP-STRAPPED STRETCH WRAPPED LOOSE BKS.

(SEE PAGE 3 FOR
ADDITIONAL
INFO ON B)

B

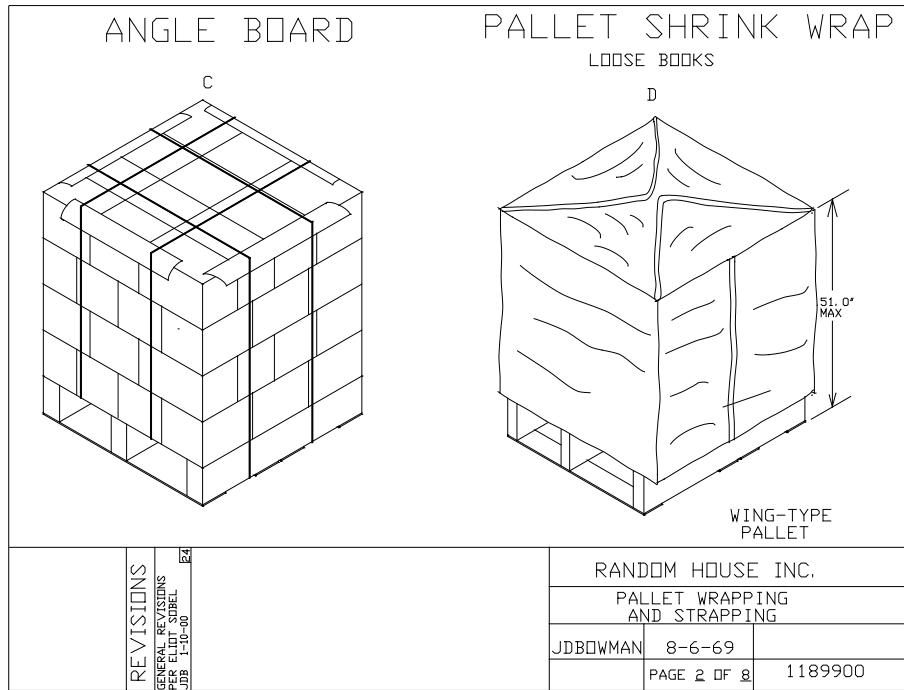
51"
MAX

STRETCH FILM APPLIED
OVER CAP & STRAPS

NOTE: CARTON STRETCH WRAP IS PREFERRED METHOD.

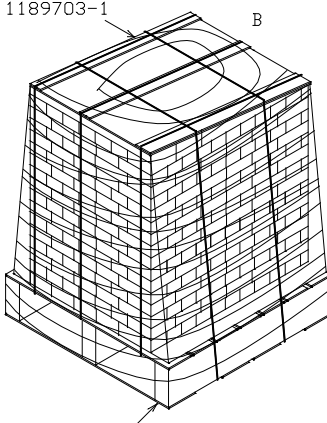
<p>REVISIONS</p> <p>GENERAL REVISIONS AND REDRAWN IN CAD. JOB 7-20-94 [16]</p> <p>ADDITIONAL INFO FOR METHODS CHANGED FOR METHODS D AND F. JOB 8-10-94 [17]</p> <p>METHOD F ELIMINATED. JOB 11-30-94 [18]</p> <p>ADDITIONAL INFO. NOTE TO GEN. NOTE 4. JOB 7-24-95 [19]</p> <p>PIN NUMBER LOCATED. ADDED TO PAGE DIMS & METRIC REFERENCE. JOB 6-9-97 [20]</p> <p>GENERAL REVISION. JOB 6-13-97 [21]</p> <p>GENERAL REVISION. JOB 6-18-97 [22]</p> <p>GENERAL NOTE 5-B-6 WAS PLASTIC FOAM 1/32". JOB 11-4-98 [23]</p> <p>SEE PAGE 2 FOR ADDITIONAL REV</p>	<p>RANDOM HOUSE INC.</p> <p>PALLET WRAPPING AND STRAPPING</p> <p>JDBOWMAN 8-6-69</p> <p>PAGE 1 OF 8 1189900</p>
--	---

Random House, Inc. Audio Binders Kit
Crawfordsville, IN



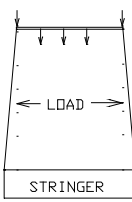
**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

**STRETCH WRAP
LOOSE BOOKS**



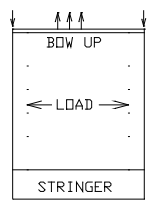
1189703-1 B

1189707-1



CORRECT

PRESSURE



WRONG

← LOAD → ← LOAD →

STRINGER STRINGER

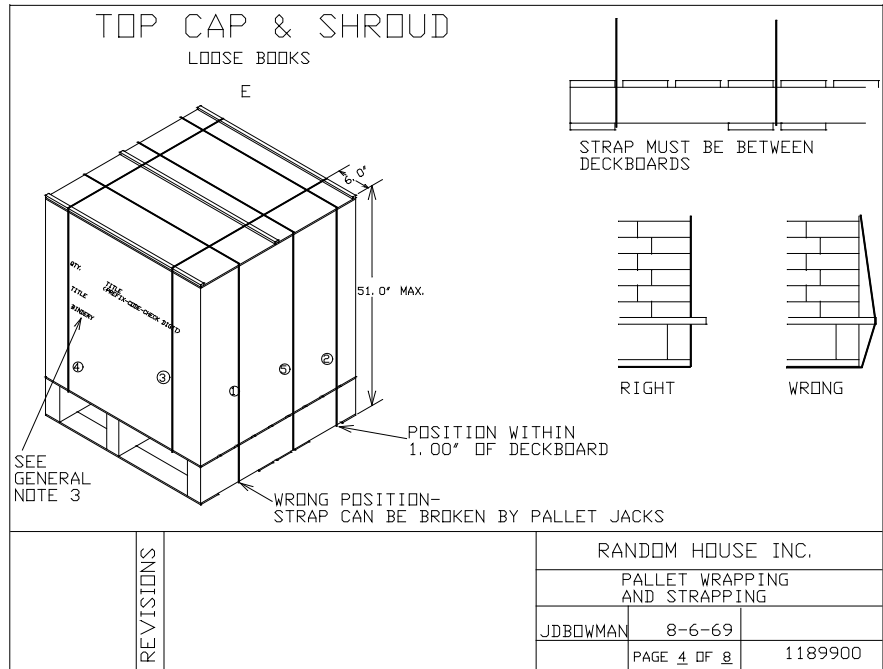
BOW UP

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

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**



**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

Appendix B



Purchase order

PO number/date
/04/05/2001

Vendor Number:

Ship to:
RANDOM HOUSE INC
400 BENNETT CERF DRIVE
WESTMINSTER, MD 21157

Bill to:
Random House Inc.
400 Hahn Road
Westminster, MD 21157
Attn: Accts Payable

Vendor Instructions:

1. Invoices to be mailed to A/P, 400 Hahn Rd.
2. All invoices, packing lists, container paper and correspondence must indicate the purchase order number.
3. Any shipment or document which fails to meet these specifications will be rejected.

Purchasing Group/Telephone
RH Core Prod
Please direct inquiries to:
Production Manager

Delivery date 05/03/2001

This purchase order is subject to the terms and conditions contained on the reverse side of this purchase order or on the final page if the document is in multiple pages. The same terms and conditions apply to orders sent by fax.

Terms payt.: Payable immediately Due net

Currency USD

TO: FROM: STEVE SHODIN
TITLE: DRAW 50 CARS... PTG#: 17
*** IN CONFIRMATION OF FAX ***
UPDATE PRINTCODE LINE
COVERS ARE DUE FROM: YOUR PRESSROOM

*** STAND. REPRINT DISTRIBUTION ***
4- COPIES TO EMILY BROWN 1-TRACY STROH 14TH FL.

BOUND BOOKS MUST BE IN OUR WESTMINSTER WHSE BY: 5/3/01
CALL ASAP IF ANY REQUESTED DATE CHANGES
THANKS.

Item	Material	Unit	Description	Price per unit	Net value
------	----------	------	-------------	----------------	-----------

00001		4,000 Each	0385246390_RG17 Plts&Prt Text		
-------	--	------------	-------------------------------	--	--

WHSE Production Order Number : 7257875
Bind Production Order Number : 7257874

- Continued on Page 2 -

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**



RANDOM HOUSE, INC.

Purchase order

PO number/date
'04/05/2001

Page
2

Item	Material Order qty.	Unit	Description Price per unit	Net value
			Text Production Order Number : 7257872	
			Cvjk Production Order Number : 7257873	
			Material Id for Text order 7257872 is BVG060 X325 426FOV	
			<u>Title - Short: DRAW 50 CARS, TRUCKS...</u>	
			Contribl: AMES, LEE J.	
			ISBN: 0385246390	
			Book Type: Reprint	
			Printing Number: 17	
			<u>Version ISBN: 0385246390 RG17</u>	
			Version/Edition: Regular Edition	
			Whse Del Date: 05/03/2001	
			RH Division: Broadway Books	
			Format: Trade Paperback	
			Imprint: Main St Books	
			On Sale Date: 04/01/1986	
			BISAC Subject Category 1: ART - DRAWING	
			<u>Retail Price USA: 8.95</u>	
			<u>Retail Price Can: 11.95</u>	
			Actual Page Count: 64	
			Trim Width: 8-3/4	
			Trim Height: 12-1/4	
			Trim Code: D	
			Production Manager: Emily Brown	
			Text Printer:	
			Text Colors: 2 Color Text Both Sides	
			Text Type Color Names: BLACK&032	
			Text Stock Name: Finch Opaque Vellum B/W	
			Text Stock Basis Weight: 60	
			Text Stock Caliper: 0.0047	
			Text Stock PPI: 426	
			Text Stock Sheet Size: 36-7/8 X 50	
			Text Stock Supplied By: Random House	
			Text Print Method: Offset	
			Update Print Key: Yes	
			Text Bleed: No	
			Text Graphics Throughout: Yes	
			Cvr/Jkt Printer:	
			Cvr/Jkt Colors: 5/0	
			Cvr/Jkt Flat Colors: 1	
			Cvr/Jkt Flat Colors Desc: PMS 032	
			Cvr/Jkt Foil: No	
			Cover/Jacket Emboss: No	
			Cvr/Jkt Die-Cut: No	
			Stepback Cover: No	
			Scored Flaps: No	

- Continued on Page 3 -

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**



Purchase order

PO number/date
2192998/04/05/2001

Page
3

Item	Material Order qty.	Unit	Description	Price per unit	Net value
			Cvr/Jkt Stock Supplied By:		
			Vendor Suppl Cv/Jk Stock:	10pt Coated One Side	
			Full Ink Cross Flaps:	No	
			Cvr/Jkt Coat:	UV Coat	
			Return Indicator:	Full copies only	
			EAN Placement:	C4	
			Cover Insert:	No	
			Text Insert:	No	
			Bind Method:	Perfect	
			Rough Front:	No	
			Endpaper Type:	No	
			Preprinted Cvr:	No	
			Binder:		
			Carton Pack:	24	
			Carton Weight:	13.94	
			Bulk:	5	
			Book Weight:	9.29	
			Carton Stencil:	Standard Carton Stencil	
			Package/Whole Book Purchase:	No	
			Trim Height Numeric:	12.2500	
			Trim Width Numeric:	8.7500	
			Gross Price plates Makeready	USD/ 1,000 EA	
00002	4,000	Each	0385246390_RG17 Supl CvJk Stck		
			Gross Price Makeready	USD/ 1,000 EA	
00003	4,000	Each	0385246390_RG17 Plts&Prnt CvJk		
			Gross Price plates Makeready	USD/ 1,000 EA	
00004	4,000	Each	0385246390_RG17 Coat CvJk		
			Gross Price Makeready	USD/ 1,000 EA	
00005	4,000	Each	0385246390_RG17 Bind Books		
			Gross Price Makeready	USD/ 1,000 EA	

- Continued on Page 4 -

Random House, Inc. Audio Binders Kit
Crawfordsville, IN



RANDOM HOUSE, INC.

Purchase order

PO number/date
/04/05/2001

Page
4

Item	Material Order qty.	Unit	Description Price per unit	Net value
00006	4,000	Each	0385246390_RG17 Pack Cartons /1,000	
Total net value excl. tax USD				
=====				

Authorized Signature

- Continued on Page 5 -

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**

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

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 DHL Global Forwarding. This must be done no less than 3 business days prior to the vessel load date. DHL Global Forwarding 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. DHL Global Forwarding will submit the ISF information to U.S. Customs and secure a confirmation number. DHL 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.

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 $2\frac{3}{16}$ ".
- At 80% magnification (20% reduction) the overall size is approximately $1\frac{3}{16}$ " high by $1\frac{3}{4}$ " wide.
- Bar code heights must not be truncated or reduced in height.

Placement

- 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.

Random House, Inc. Audio Binders Kit Crawfordsville, IN

- 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

- 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



- 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

**Random House, Inc. Audio Binders Kit
Crawfordsville, IN**



- 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.
- Non-strippable Indicator (Δ) to the right of the bar code.

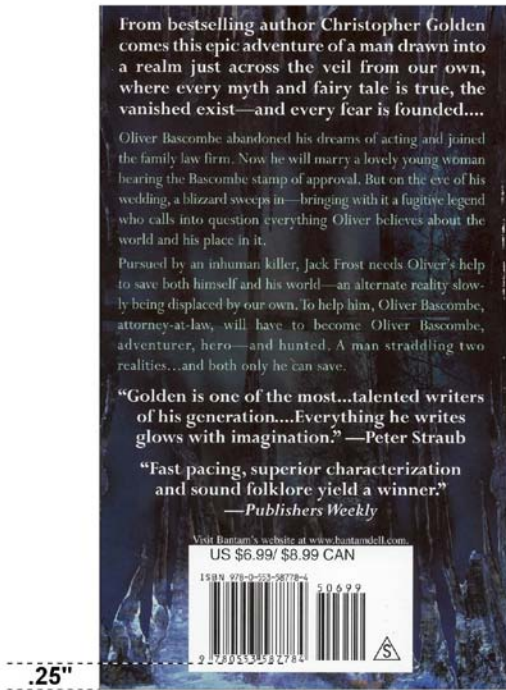
Mass Market, Strippable Paper, Covers 2 and 4



- 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

