

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

The following summary is for your convenience as a quick reference only. It is not intended to cover all of our specifications; however, we feel it is helpful to vendors who are already familiar with our requirements.

### Pallet Requirements:

- **Block pallets will not be accepted. Use of block pallets may result in charge backs**
- Size: 48" x 40" (121.9 cm x 101.7 cm)
- Maximum weight: 2500 lbs. (1134 kg)
- Maximum height from floor to top of pallet: 51" *including height of pallet.* ( 129.5 cm)
- Requests for pallets should be made to the Purchasing Department via e-mail [purchasing@randomhouse.com](mailto:purchasing@randomhouse.com) or by phone, 410-386-7240 or 410-386-7241.

### Cartons:

- Standard Case packs are 24 for cassettes (if there are 4 or fewer in a set) and CDs, all shrink wrapped
- Unabridged versions (over 4 cassettes in a set) are packed 12 per carton, all shrink wrapped.
- No partial cartons. –Partial cartons will be destroyed and no payment for the contents of the partial will be made
- Use 2" tape to seal top of cartons
- Stenciling 3/8" minimum size
- Stencil one long side panel and one end panel (or two side panels) with:

Title	Full ISBN (sku) what is on cover four of audio
Quantity (items per carton)	Gross Weight
Retail Price (both U.S. and Canadian)	Imprint/Publisher
Version Code (kind of barcode on cover four of audio)	
On Sale Date (initials only when required)	Print Country (mandatory if not USA)
- Maximum Size: 15" height, 22" length, 11.5" width (381 mm x 558.8 mm x 292.1 mm)
- Minimum Size: 4" height, 9" length, 6" width (101.6 mm x 228.6 mm x 152.4 mm)
- Maximum Weight: 35 lbs. (15.88 kg)
- Burst test minimum 200 LB test 'C' flute single wall, or ECT 32 equivalent with same side impact protection

### Shipping:

- For shipments under 200 lbs.(90.72 kg)., ship prepaid via UPS
- For Shipments over 200 lbs. (90.72 kg); call transportation at 1-410-386-7704 for routing 24 hours before the books are complete.
- After hours (4:30PM – 12:30AM) contact Logistics at 1-410-386-7718 to arrange for pickups
- A copy of the packing list or bill of lading MUST be faxed to 1-410-386-7715 (attn. Logistics Services) before the shipment arrives, listing ISBN, title, warehouse production order #, number of cartons, number of audio books per carton, retail price (US and Canada), and total # of audio books shipped by ISBN
- Double stacking is permissible, but only with prior approval
- Consolidate multiple shipments same day
- Specify on Bill of Lading "Call for delivery appointment 24 hrs in advance" for all shipments in excess of 10 pallets call Receiving at 765-362-5125.

Random House, INC.  
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- If you send a mixed load (initials and reprints) on one trailer, we would prefer to have the reprints loaded first and initials loaded last so that the initials are unloaded first.
- If you are sending multiple titles, please place only one title per pallet.

### Chargebacks:

- We reserve the right to return all shipments to you for correction at your expense if they are not in accordance with our specifications, or to correct the shipment ourselves and bill you for the correction. Minimum chargeback is \$200 per billing.

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