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### **The News Group Receiving Requirements:**

This procedure outlines the receiving requirements for shipping magazine and book product to the News Group and its related joint ventures, as listed by location on schedule A. **In the future non-compliance to these requirements will generate services charges and or non-acceptance of product.** Currently, The News Group will not be invoicing publishers for non-compliance.

### **Making Appointments**

- All Deliveries must be scheduled by appointment with our Receiving Departments at least 24 hours prior to delivery. The following is to be provided for each shipment:
  - Packing Slip or a Detailed Invoice (Product description, ISBN, Bi-pad, UPC, Quantity, and location)
  - Number of Skids in shipment
  - Bill of Lading number
  - Contact name and number of shipper
  - Contact name and number of carrier.
- Delivery time will be issued upon receipt of information listed above.
- Each shipment will have a 30 minute delivery window (weather permitting).
- On route changes can be requested and will be accommodated if possible
- Shipments that miss the delivery window may be off loaded as time permits but not outside normal receiving hours, Monday to Friday, 7:00 am to 2:00 pm.

### **Documentation**

- Bill of Lading and packing slip must be hand delivered to receiving personnel, no exceptions. These documents must contain the name and address of the shipper, consignee and the carrier.
- The bill of lading must quote the delivery time.
- All receiving is subject to count and adjustments can be called in up to 48 hours after receipt.
- Packing list for every delivery containing the following:
  - Purchase Order #'s (Books) listed on each line of the packing slip
  - Detail on each line item specifying title, ISBN, quantity shipped
  - Listed Agency and address requesting product
  - Delivery claim number
  - Billing Agents with contact information.

### **Packaging**

- Each box within a pallet to be labeled, including:
  - Labels located on two adjacent sides
  - All labels to face out on the same side of the pallet
  - Full purchase order number
  - ISBN of titles
  - Title
  - Quantity
  - Retail Price
  - PO # (Books)



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- Invoice Number
- Machine readable bar code (optional)
- No more than 5 titles per pallet and only one best seller per pallet.
- Mixed title pallets to be marked "Mixed Titles"
- Title to be packed contiguously (orders not to be spread across pallets)
- All books to be packed in cartons
- Cartons to be filled full and orders rounded to the nearest carton quantity (unless otherwise specified by buyer)
- No mixed title within a box
- Height requirement not to exceed 6 feet
- All cartons to be securely wrapped and banded
- Pallet requirements:
  - All pallets must be 48" by 40"
  - Top Deck Boards (7 boards, 5/8" to 3/4" evenly spaced with a 4" maximum spacing). Both end boards (5 1/2", other boards 3 1/2").
  - Bottom deck boards, both end boards and 3 centerboards to have same board dimensions as top-deck boards.
  - No loose boards
  - Stringers – not split through or broken, no double stringers or block patched stringers. 3 stringers (1 3/8" – 1 3/4" X 3 1/2" – 3 3/4" X 48")
  - No protruding nails

### **Book Requirements**

- All books are to be bar coded with a unique EAN, Price Point, or UPC.
- Every title published is to have a unique bar code, including differentiation of trade binding, library binding, edition changes, movie tie-in editions, box set editions, individual books within the box set, etc.

**Non-compliance with The News Group's receiving requirements will result in charge-backs to the publisher of all direct costs as well as associated fees. The charge back schedule is attached and The News Group will initiate fees collection from January 1, 2007 onwards.**

**Thank you in advance for your cooperation in this matter.**