

Freight Shipping Instructions

Arranging the Freight Pickup and Billing (For orders of at least 100 books)

Freight pickup and billing must go to McKenzie's FedEx Freight Account 335457277 **Collect**. Please use Class 65, NMFC Code 161560 on all shipments. The Class and NMFC are important as they ensure your freight is properly covered in case of loss or damage. Please also use the invoice number from Sell Books Direct as a reference for each shipment.

I have attached Amazon's Carton Packaging instructions for your review. If you need assistance, visit their [online support](#) center. Or, call Fed Ex Freight at **1.866.393.4585**.

Shipping Address

McKenzie Books
21220 NW Amberwood Dr.
Hillsboro, OR 97124

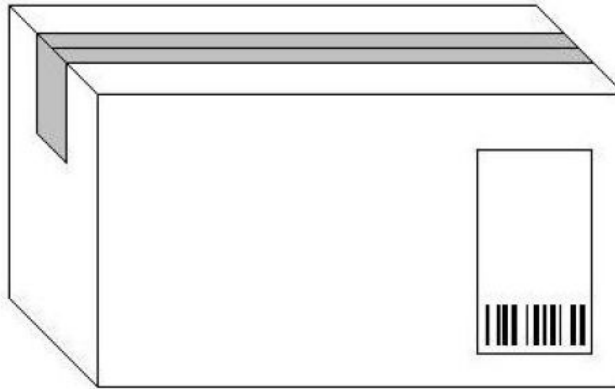
We have a dock-height shipping bay. Our Receiving hours are M-F, 9 am to 4 pm PST

Carton Packaging

1. Pack cartons with items relating to only one invoice.
2. Pack cartons to weigh no more than 50 lbs/25 kg. Cartons and packing materials (e.g. dunnage, void fill) should sufficiently protect items in transit.
3. As an example of an appropriate carton spec, we use an RSC (regular slotted carton), B flute, ECT-32 (edge crush test), 200BH (burst strength).
4. Use large-sized dunnage, such as air pillows, full sheets of paper, sheet foam or bubble wrap. Do not use loose fill of any kind, such as Styrofoam peanuts or shredded paper.
5. Do not ship items in gaylords (pallet sized cartons).

Carton Labels

1. Print or affix a carton label on the exterior of each carton in an un-obscured location and in a condition that is easily visible, preferably on the side of the carton. **Include a label on every carton.**
2. Do not place carton labels over a seam of the carton. To preserve the readability of carton labels, place them on cartons at least 1.25 "/3.2 cm away from corners, edges or tape that may cover or distort the label. See diagram below:



3. Include the following information on carton labels in at least 12 pt font (in most cases you can use your standard shipping label and add the Invoice #):

Invoice #: (list of all Invoice #s for contents of cartons)

To: McKenzie Books

Attn: Bulk Bookselling

From: (Your Company's Name)

Carton#: (Box ____ of ____)

4. No pricing information or the name of another retailer should appear anywhere on the label.

Building Pallets

1. When possible, palletize all LTL and TL shipments.
2. When palletizing cartons for shipment, build pallets with the labels facing outwards.
3. Use 40"x48"/ 1x1.25 meters, 4-way access, wood pallets, whenever possible.
4. Do not ship items on pallets made of weak materials, such as cardboard or particle board.
5. Do not ship items on PECO, plastic, or broken pallets.
6. Ship only on pallets that are in good condition and free of damage. We recommend that items be shipped on GMA Standard Grade B or higher grade pallets.
7. Stack cartons on pallets so that they are stable and flush on all sides, whenever possible. Brick stacking, with heaviest items on the bottom is recommended.
8. Do not let cartons overhang the edges of pallets.
9. Stack pallets no higher than 60 "/1.75 meters including the pallet itself.
10. Do not ship pallets that exceed 1500 lbs/675 kg in gross weight.
11. Securely stretch-wrap cartons to pallets. Ensure that stretch-wrap completely affixes product to the pallet, so as to prevent shifting during transit.
12. Pallet exchange or rental return is not available.

Pallet Labels

1. Affix a pallet label with the following information to each pallet:
 - Pallet # _____ of _____ total
 - Bill of Lading number (BOL#)
 - Pro, waybill, or other carrier tracking number
 - Invoice number(s)
2. If the pallet is wrapped in plastic, the pallet labels must be placed on the outside of the plastic wrap.



Example of a correctly stacked and stretch-wrapped pallet



Example of a Pallet Label