

Small Parcel Shipping Instructions

Arranging Small Parcel Pickup and Billing (Under 200 books)

Small parcel billing must go to McKenzie's **FedEx Ground Account: #398786289 Collect**. Please used the invoice number from Sell Books Direct as a reference. Follow these steps:

1. **Register.** Shipping to McKenzie Books will require a FedEx account. If you do not have an account, go to fedex.com and click the register now link in the upper left corner of the screen under Login.
2. **Login.** Once you have a FedEx login, proceed to: fedex.com and login.
3. **Click Create a Shipment.**
4. **Select FedEx Ground Service. No Express Service Permitted Please.**
5. **Bill Shipping Charges to:** Bill the Recipient. Account Number #398786289.
6. **Click into Pickup/Drop-off to Schedule an On-Call Pickup.** If you do not have a regular FedEx daily pick up at your location.

If you need assistance, visit their [online support](#) center. Or, call FedEx at 800-463-3339.

Shipping Address

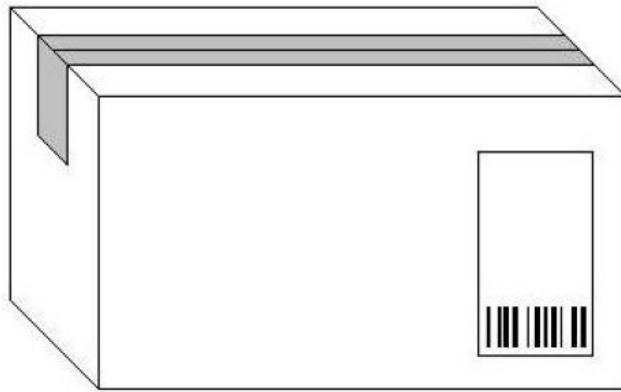
McKenzie Books
21220 NW Amberwood Dr
Hillsboro, OR 97124

Carton Packaging

1. Pack cartons with items relating to only one invoice, whenever possible. If cartons must contain items for more than one invoice, include a carton-level packing slip.
2. Pack cartons to weigh no more than 50 lbs/25 kg. Attach a label that clearly indicates "Overweight" to all cartons weighing more than 50 lbs/25 kg.
3. Cartons and packing materials (e.g. dunnage, void fill) should sufficiently protect items in transit.
4. 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).
5. 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.
6. 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.