

Amazon Bulk Bookseller Shipping Instructions

Shipping Address

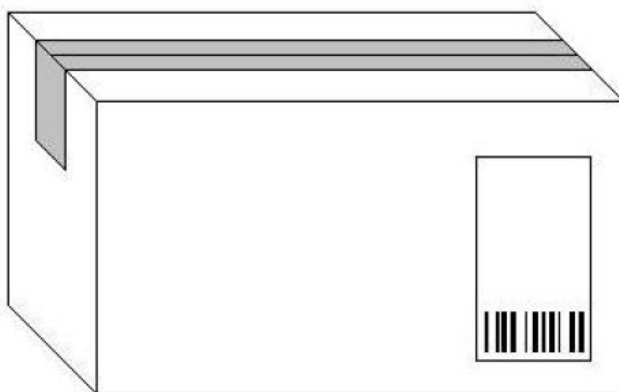
McKenzie Books
15370 SW Millikan Way
Beaverton, OR 97006

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:	Amazon 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 pallets, as they cannot be moved using a standard pallet jack.
6. Ship only on pallets that are in good condition and free of damage. Amazon recommends 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