



THE MAPLE-VAIL BOOK MANUFACTURING GROUP

Mount Joy Distribution Center • P.O. Box 305 • Mount Joy, PA 17552 • 717.653-5483 • Fax 717.653-8269
Lebanon Distribution Center • P.O. Box 1287 • Lebanon, PA 17042 • 717.865.7600 • Fax 717.865.7800
York Distribution Center • P.O. Box 15100 • York, PA 17405 • 717.764.4596 • Fax 717.764.4494

Distribution
Center
Receiving
Specifications

WWW.MAPLE-VAIL.COM

CARTONING, SHIPPING AND PALLETIZING SPECIFICATIONS

Please follow these specifications when supplying bulk shipments of books or other items designated for fulfillment at The Maple Press Distribution Centers.

- Pack in cartons equivalent to or exceeding 275# test single wall construction.
- Pack cartons to maximum cubic capacity using a void fill material other than foam peanuts, such as paper, cardboard, air pillows, or bubble wrap. Do not exceed 45 pounds per carton.
- Maintain a consistent number of books per carton for any individual title, both for the original order and any future reprints. One clearly marked partial carton per title per shipment is permitted.
- Pack only one title per carton. Label each carton on one end and one side with the required information as developed by the Distribution Executives Interest Group of the Book Industry Study Group. Non-book items must also be labeled in accordance with this industry-wide standard. Please refer to the Carton Label Specifications page for details; a complete set of these requirements for package labeling is also available upon request.
- Stack cartons on 40" x 48" double-face pallets (open the 40" way). Pallets must be in good condition; no skids permitted. Cartons should not overhang the pallet. Stretchwrap each pallet, and ensure pallet height does not exceed 52" from the floor.
- Include a packing list with all shipments, in addition to a Bill of Lading for any truck shipments.
- Be sure to clearly mark all non-truck shipments (UPS, FedEx, USPS, etc.) as "New Receipts."
- Provide a 24-hour advance notification for all bed-loaded overseas container deliveries, and note that trucks must arrive before 12:00 noon to ensure adequate unloading time.
- Schedule the shipment to arrive at the receiving dock at the proper Distribution Center between 8:00 a.m. and 3:30 p.m. EST, Monday through Friday. (Note that the York facility's receiving hours are 7:00 a.m. and 1:30 p.m. EST on Fridays.) Shipments arriving other than these times may be refused. Reference these addresses for shipments to our Distribution Centers:
 - Mount Joy Distribution Center – 1000 Strickler Road, Mount Joy, PA 17552
 - Lebanon Distribution Center – 704 Legionaire Drive, Fredericksburg, PA 17026
 - York Distribution Center – I-83 Industrial Park, 60 Grumbacher Road, York, PA 17406
- Please note that non-compliance with these specifications, including carton labeling, may result in additional handling charges.



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Distribution
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Carton Label
Specifications

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CARTON LABEL SPECIFICATIONS

- Product labels must be a minimum of six inches in width and four inches in height.
- Separate the content by zones as shown below. On a standard 6" x 4" label, zone three will be two inches in height and the others one inch. Data elements are to appear in the noted order.
- Zone one contains human readable non-bar coded product information printed in at least a 12-point font, with the title in 14-point boldface type. Required information includes the title or product description, the publisher and the country of origin. Optional information may include the author, permitted on-sale date, and any technical information for media products.
- Zone two is reserved for publisher-specific information with optional bar coding. As sampled, the publisher's purchase order number and the printing number are listed. Also noted is the type of bar code designated on cover four of the books within the carton (EAN or UPC).
- Required information for zone three in both bar code and human-readable format include the carton quantity and weight, the list price on the cover, and the 13-digit ISBN. The human-readable data displays the complete encoded number; the ISBN contains GTIN-14 data.
- Please note that cartons not labeled in accordance with these specifications are subject to an additional fee. Feel free to contact your Distribution CSR if additional information is needed.

ZONE ONE	TITLE: LATEST BESTSELLING TITLE, THE	
	AUTHOR: WRITER, GREAT	ON SALE: 12/30/2008
	PUBLISHER: HAPPY PUBLISHER	PRINTED IN USA
ZONE TWO	PPON: 123456	BARCODE
	 (251) 123456	 (10) 12-08
	PRINTING #: 12-08	
ZONE THREE	CTN QTY: 24	CTN WGT: 10.0 lbs.
	 (30) 24	 (3401) 000100
	ISBN: 978-1-234-56789-7	COVER PRICE: \$50.00 USD
	 (01) 19781234567894	 (9012Q) 5000USD