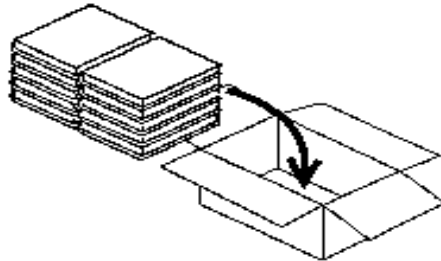


## **5.0 Carton Packing and Sealing**

- All books/product must be packed in cartons unless otherwise approved. Pack all books **flat**, side-by-side, shelf back to open edge only (see figure 5.1). **Do not pack on end.**

Figure 5.1



Books Packed Flat

- Carton count should be as follows:
  - All titles should be packed in multiples of two. **Carton quantity must remain the same throughout the life of the title.**
  - All products including sets and individual CD-ROMs, cassettes, videos, and computer disks must be packed in accordance with the instructions from the respective Business Unit. In the event that you do not have specific instructions from the Business Unit, we suggest that you use unitized packing to provide security and product protection.
- Any product that falls short of reaching a full case pack must be placed in a separate carton. Using brightly colored paper, clearly mark it as a partial carton, with the quantity in the box stated. Do not place extra books in a carton that has already reached a full carton quantity. Place partial cartons in a clearly visible place on the top of the pallet.
- Thin items (less than ¼" thick) should be banded in identical multiples of five within the carton to facilitate receiving and inventory counting. If banding causes the product to be damaged, items may be shrink-wrapped in multiples of 5, 10, or 25. Label the shrink-wrapped multiples this way: "Consists of X units of item ZZZZZZ" where X is the shrink-wrapped multiple and ZZZZZZ is the HMH title code."
- Product consisting of shrink-wrapped sets or multiple books shrink-wrapped as one saleable unit must be labeled with a separate package label with the **package title code and ISBN/Bookland EAN barcode**. The title code/ISBN printed on the individual books must face inward to avoid confusion (books are to be packaged back-to-back so that only the front cover appears and no title code on the book will show). The carton

label should show the total number of packages in the carton, not the units.

- A layer of cardboard must be put on top of books before sealing each carton.
- All void spaces are to be filled sufficiently and consistently in order to prevent shifting of the contents, cartons bursting when stacked, and to maintain consistent carton weight throughout the run. Correctly sized cartons are preferred. **Styrofoam peanuts are not to be used to fill cartons.**
- Under no circumstances should scrap material (folded and gathered sheets, cut covers/jackets, printer's by-products, etc.) be used as void fill.
- All cartons are to be taped closed in such a way so that they remain closed throughout the handling process. **Do not use glue, asphaltic, masking, or cellophane tape.** Use vinyl machine-grade adhesive tape that is a minimum of 2" wide. If gummed tape is used, it must be 60–pound Kraft, reinforced, non-asphaltic. Single strips should be used to close the top and bottom flaps lengthwise. Lift-top cartons are not to be used.
- Trade Division only: All F&G (folded and gathered sheets) orders are for exact quantities of sheets and jackets. Pack in cartons in bundles of 50. Jackets should be trimmed and packed in bulk with the jacket overs. Do not wrap or fold with the sheets. All overs on paperback covers are to be destroyed unless otherwise specified. All overs on jackets are to be trimmed, **packed flat**, and shipped to the proper address, noted with:
  - Quantity (flat jackets—maximum 500 per carton)
  - Title and Author
  - HMH Title Number
  - Purchase Order Number
- For kitted product, all cartons and documentation must be labeled with the **kit ISBN** and not with the component ISBN or part number. **Both the ISBN-10 and ISBN-13 will need to be printed for the kit.**

If there is overage/damage of kit components the responsible Business Unit must authorize the return to the Distribution Center. In the case of an overage the component ISBN/part number must be used to identify the product and **not** the kit ISBN. If the product is damaged, it must be clearly identified as damaged product and the component ISBN/part number must be used to identify the product and **not** the kit ISBN.