

9.0 Overseas and Import Shipments

9.1 Send an original bill of lading and proforma invoice to our customs broker:

C H Robinson Worldwide Inc.
26555 Evergreen Road
Suite 300
Southfield, MI 48076
Attn: Stefani Stefanovich
T-248-948-9430
F-248-948-9490
stefste@chrobinson.com

Copies of these documents are also to be sent to:

Houghton Mifflin Company
222 Berkeley Street
Boston, MA 02116-3764
Attn: Buyer's Name/Division

Houghton Mifflin Company
2700 N. Richardt Avenue
Indianapolis, IN 46219
Attn: Corporate Transportation Office

Copies of documents for McDougal Littell are to be sent to:

McDougal Littell Company
909 Davis Street
Evanston, IL 60201
Attn: Buyer's Name/Division

9.2 All books should be cartoned and NOT placed on pallets when shipping in containers.

9.3 Any pallets used must comply with U.S. Customs APHIS rules for wood. Top caps and banding should be used to secure pallet loads. Mark the bill of lading with the code "CY CY", and note that the container is not to be stripped upon arrival.

9.4 All pallets imported into the United States must be on wood that meets following standards. Pallets and dunnage must be heat treated or fumigated with methyl bromide and marked with the International Plant Protection Convention (IPPC) logo and the appropriate country code designating the location of the treatment. Wood packaging materials made entirely of manufactured wood material (particle board, plywood, oriented strand board) is exempted from the treatment and marking requirements.

9.5 State the country of origin on all documents, and properly mark all cartons with the information listed above.