

1.R Routing and Shipping Documentation

- 1.1 A detailed packing slip indicating the number of pallets per title, quantity, and title code number for each item must accompany the shipment. This may be in a marked carton or in a blister envelope affixed to a carton.
- 1.2 The Houghton Mifflin Harcourt P.O. number, CH Robinson's HMH number, number of cartons, classification of the products, total weight, title number(s), and the weight of each title must be shown on each Bill of Lading (see figure 1.1).
- 1.3 Vendors will transmit an **Advanced Shipment Notification** Form to C.H. Robinson. The intent of this document is to arrange for the pickup of the product and to facilitate receiving planning (see figure 1.3). All of the appropriate information must be filled in on this form.
- 1.4 All packing slips should be affixed to the last pallet loaded on the trailer. The packing slip should list the total number of pallets for each title.

Figure 1.1

Sample Bill of Lading

Houghton Mifflin - BOL

<http://houghton.chrobinson.com/app/orders/bol.cfm?order=13161>

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE												
This form contains only the information necessary for the motor carrier to deliver, rate, and invoice the shipment described below. The shipper and/or the consignee are Sessions of C.H. Robinson Worldwide, Inc., (CHR) a third party logistics service and payer of the freight bill. All agreements between the carrier and CHR are contained in a signed contract agreement.												
Shipper: VON HOFFMAN-JEFF CITY 321 WILSON DRIVE JEFFERSON CITY, MO 65109 USA						Ship Date: 04-12-2002 Reference #: HM131615 Due Date: 04-15-2002 Carrier: CHR19 PRO #: Load#: 84754 BOL#: 110575						All freight charges PPD/3rd party bill to: Houghton Mifflin C/O CHRLTL Suite 1450 8100 Mitchell Road Eden Prairie, MN 55344 A CHR Company
Consignee: HOUGHTON MIFFLIN-INDY 2700 RICHARDT AVE INDIANAPOLIS, IN 46219 USA												
PPD-3RD PARTY												
Agent or Cashier:				Received:				Charges Advanced:				
Per _____				\$ _____				\$ _____				
(The signature here acknowledges only the amount prepaid.)				to apply in prepayment of the charges on the property described hereon.								
PO	TitleCode	Job#	Copies	Copies/Crtns	Crtns	Crtns/Palts	Pallets	Weight	Description	NMFC#	Class	Hot
387191	281223	21470-01	4,000	0	0	0	10	20,640	Books, NOI	NMFC 161560	65.0	Y
387564	314030	56310-01	9,408	0	0	0	12	21,168	Books, NOI	NMFC 161560	65.0	N
Totals:			13,408		0		22	41,808				
Appointments												
Pickup	Date/Time: 04-12-2002 3:00 PM			Number: B/L 110575			Contact: KEVIN					
Drop	Date/Time: 04-15-2002 8:30 AM			Number:			Contact: PAULA					
Comments												
• Inside delivery prepaid if requested by consignee. • Any problems with delivery please call CHR at 1-800-627-2793 immediately. "The Shipper certifies that the above named materials are properly classified, described, marked and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of transportation."												
Shipper Signature	X _____	Date: _____		Trailer# _____								
Driver Signature	X _____	Date: _____		Seal # _____								
Permanent post-office address of shipper.						*MARK WITH "X" TO DESIGNATE MATERIAL AS DEFINED IN TITLE 49 OF FEDERAL REGULATIONS.						



ASN - Advance Shipment Notification Form-Domestic Shipments

Please give 24 to 48 hour advance shipping notice

Attn: C.H. Robinson--Brooke Hackman (x115)
 Phone: 877-594 8606
 Fax: 317-594-1451
 E-mail: hmhpub@chrobinson.com

Today's Date:

<p>Ship From</p> <p>Address _____</p> <p>Phone Number _____</p> <p>Fax Number _____</p> <p>Contact _____</p> <p>Email address _____</p>	<p>Ship To</p> <p>Address _____</p> <p>Phone Number _____</p> <p>Contact _____</p>
--	---

Shipping Hours _____

Bill of Lading Number:

Freight Ready Date:

***-Individual Carton Weight cannot exceed forty-five (45) pounds. Verification of the carton weight on each title listed below is required prior to shipment from vendor's location. A chargeback will be assessed on overweight cartons.

Harcourt Division Code (Profit Center)	Houghton Mifflin or Harcourt P.O.# (transfer #)	Harcourt ISBN or Houghton Title Code / Houghton ISBN#	Total number of Copies	# of Copies per Carton	# of Cartons	# of Cartons per Pallet	Pallets	Weight	Freight Class	Houghton Conf # or Harcourt Reference Number

Comments: _____

**Please give C.H. Robinson Company 24 hour notice when possible.
 One fax per truckload please!**