

## Terms and Conditions – Warehouse / Designated Drop-off Centers

### Centralized Collection Point

- Palletized books must be standard 40" x 48" (approx. 4' tall).
- Pallets must be shrink wrapped.
- Six (6) pallet minimum is required.
- Facility must have a freight dock and/or forklift to load the truck.

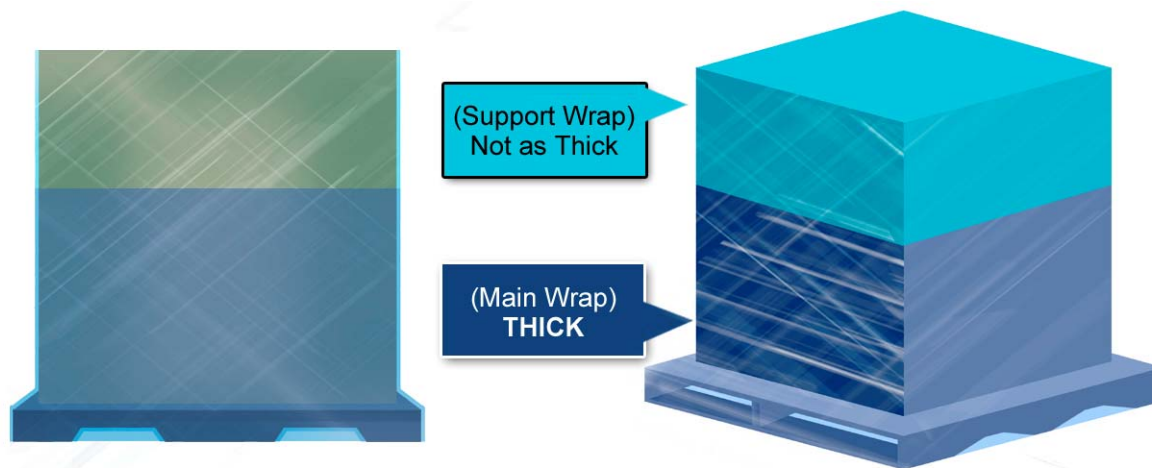
We are aware of the limited space in most school warehouses. With this in mind, freight can usually be picked up within 24-48 hours of notification. *Books for Children of the World* would like to target full truckloads (14-24 pallets) to minimize our freight costs.

### Pallets

The books should not exceed the edges of the pallet and should be arranged so that the top of the pallet is even and sturdy, as to support another pallet on top.

### Shrink wrap

All pallets **must** be shrink wrapped from top to bottom prior to shipping. Extra attention should be paid to the wrap around the bottom of each pallet. In order to avoid pallets falling over while in transit, this area of the pallet must be almost **solid**.



### Loose Books

When stacking loose books on the pallet choose a pattern that is used throughout the pallet. Alternate that pattern to form interlocking rows for stability. Also, extra care should be taken to shrink wrap the bottom of the pallet. When stacking loose books on a pallet the books tend to slide off of the pallet in transit. For this reason, **the shrink wrap needs to extend all the way to the floor**—actually wrapping the wooden pallet.

### Boxes

It is important to fill each box to the top. If it is possible, try to use boxes that are uniform in size to ensure level tops for uniform stacking.

### Bags

Bagged books are more difficult to stack and more unstable. If possible, stack bags in rows that are tied together by alternating patterns.

**Note: These guidelines are in place simply to safeguard the freight during transit.**