



Book Industry Study Group

# Pallet Header Guidelines

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Developed by:  
The Distribution Executives Interest Group (DEIG)  
of the Book Industry Study Group, Inc.

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## Introduction

The Pallet Header Guidelines were developed by the Distribution Executives Interest Group (DEIG) of the Book Industry Study Group, Inc. (BISG).

Pallet Headers provide a succinct and uniform way for publishers to communicate to their customers the contents on each pallet. Used mostly by publishers who are unable to send pallet level ASNs and customers unable to receive them, the Pallet Header should be considered an intermediary step for use until trading partners are capable of sending/receiving pallet level ASNs.

## Pallet Header Zones

The following details and defines the information to be printed in the various zones of the Pallet Header Template on page 2.

**Zone A** is for the Ship-to address.

**Zone B** is for the Ship-from address and the Shipper Operation contact's name and phone number.

**Zone C** is an optional field for the Date Shipped.

**Zone D** is an optional field for internal use by the publisher. This field may be utilized for data such as the dock spot, ship via, pallet ID, etc.

**Zone E** is an optional field for the Bill of Lading number.

**Zone F** is an optional field for the Pro Number.

**Zone G** is for the pallet number identification count. Those who are unable to generate this number systematically may hand write the pallet number.

**Zone I** is for the identification of all cartons on the pallet. The information is specified by the Purchase Order Number and the associated ISBN(s) or EAN(s). For each ISBN/EAN, state the Title, Number of Cartons, Carton Quantity and Total Units. At the bottom of the Pallet Header, specify the Total Number of Cartons and the Total Number of Units on the pallet.

Mixed Titles: For a carton that contains Mixed Titles, enter the Purchase Order Number, leaving the ISBN/EAN and the Carton Quantity fields blank. Under the Title field, enter "Mixed Titles".

Multiple Purchase Orders for one ISBN/EAN: For cartons that fulfill multiple Purchase Orders, in the Purchase Order field enter "Multiple".

## Size and Location

The Pallet Header should be printed on 8 ½ "x 11" paper. Font size should be adjusted to keep the Pallet Header to a single page. Place the Pallet Header in the upper right hand corner of the pallet. The document may be adhered either by clear tape or by inserting it under the shrink wrap.

## Pallet Header Template

Ship-to Distribution Center A 100 Main Street Anytown, NJ 00200 <b>A</b>		Ship-from Publishing House A 1432 Printers Row MyTown, NY 00100 Shipper Ops Contact: John Doe 555-555-5555 <b>B</b>		Date Shipped 01/16/2005 (Optional field) <b>C</b>		
Bill of Lading: 9237773 (Optional field) <b>E</b>		Pro Number: 377329 (Optional field) <b>F</b>		Pallet Number 1 of 3 <b>G</b>		
Purchase Order	ISBN or EAN	Title	Number of Ctns	Ctn Qty	Total Units	
12345678	0234567890	Axjdkti Gmdith Bjkeodhn	4	12	48	
	0234654321	Mjdoht Tsinep Krscn	20	28	560	
	0234456230	Flsunrpn Rdbgfb Pjuebf	12	16	192	
23456781	0234147690	Wbsfhwir Njdhwof Sedagv	10	24	240	
	0234951230	IMjndjw Nhdgsu Strmndeh	20	24	480	
23555555		Mixed Titles	3		51	
Multiple	023496666	Plnnno	5	20	100	
Total for Pallet:			74		1671	