

# Transition Vendor/PGW Corporate Office

1700 Fourth Street, Berkeley, CA 94710 Phone 510-528-1444 Fax 510-528-5511

6/25/07

Dear Valued Customer,

Please make sure all key staff - buying, accounting, receiving, returns – receive a copy of this letter.

We at Transition Vendor/PGW are nearing the end of our 5 month journey. Effective August 1, 2007 we will become part of the greater Perseus Books Group (PBG) and our fulfillment, customer service, and credit operations will be handled by Perseus Distribution.

You may be wondering, “What does this mean to me, the customer? What changes will occur?” Exact details are included in the second page of this document, but first some explanation.

## Vendor of Record -

- The new vendor of record for all currently distributed PGW publishers and their books will become Perseus Distribution.
- PGW books need to be pointed to **SAN 631-760X** starting 8/1.

## Orders –

- If you order from a PGW or Perseus Sales Rep, you should continue to do so after 8/1; don't change a thing.
- After 8/1, orders sent directly to Customer Service can be combined to include all Perseus publisher clients – PGW, PBG, Perseus Distribution, and Consortium. Perseus will not ship any orders submitted to them for PGW books until after 8/1
- **Do not combine PGW titles with any others in a single order until after 8/1.**
- Unless otherwise notified by you, we will transfer all open backorders to your Perseus account.

## Accounting –

- Your Transition Vendor (TV) account will cease to exist and will be rolled into your existing Perseus account (see below \* for explanation of Pre-Transition Vendor PGW accounts).
- All open TV invoices, credit memos, deductions, chargebacks, and credit adjustments dated 3/1/07 and after will be transferred to your Perseus account. These items have been appearing on your Transition Vendor account statement.
- If you have a TV account but do not have a Perseus account, one will be opened for you and all balances automatically transferred.
- Send all payment and remittance information to the Remit address noted on page 2.
- Claims submitted separate from payment can be sent to our Berkeley address as noted on page 2.
- Note that orders placed with after 8/1 will be on a Perseus invoice and your Perseus account statement.

## Sales –

- Unless you have already experienced a PGW/Perseus Sales Rep change, your Rep will likely remain the same. Some accounts are still being sorted out and you will be notified if you have a new Rep.
- PGW Field Reps can still be contacted at their individual phone numbers and PGW House Sales staff can still be contacted at 800-788-3123.

## Customer Service –

- All Customer Service and Order Entry will take place in Perseus' existing facility at 1094 Flex Dr., Jackson, TN 38301, 800-788-3123. Our existing toll-free number will point to the Jackson, TN office starting 8/1.
- PGW Customer Service will no longer be handled in our Berkeley office after 8/1.

## Returns –

- All returns for active TV/PGW publishers need to be sent to Perseus Distribution Returns Dept., 193 Edwards Dr., Jackson, TN 38301.

## \*What About My Old Pre-March 1, 2007 Account Balances -

- If you are still receiving a Publishers Group West (as opposed to Transition Vendor) account statement, you still need to pay and resolve all open balances on that account. This account reflects business done with PGW **prior to our 3/1/07** change to Transition Vendor.
- These balances are “owned” by the bankruptcy estate so we ask that you deal with them quickly since existing staff will have limited ability to resolve them after 7/31.
- All returns of prior PGW publishers that did not sign distribution contracts with Perseus – see our website for more details [www.pgw.com/home/transition.aspx](http://www.pgw.com/home/transition.aspx) - should be returned to the publisher's new distributor. Any such returns sent to PGW must go to our 7326 Winton Dr., Indianapolis, IN 46268 address and must be received by 7/20/07 to be acceptable for credit. No credit will be issued for any returns received at this address after 7/20/07.

**More details will be forthcoming, check our website [www.pgw.com/home/transition.aspx](http://www.pgw.com/home/transition.aspx) often for updates.**

**Also be sure to see page 2 of this document for many important details.**

## PGW Publishers' Transition to Perseus Continues 8/1/07

Effective **August 1st 2007**, an important Vendor of Record change will occur. The subsidiary currently known as Transition Vendor aka Publishers Group West (PGW) will take the final steps towards transitioning distribution of participating publishers to Perseus Books Group. For publishers who were with Transition Vendor and have now signed distribution contracts with Perseus, the new Vendor of Record will be Perseus Distribution. Details are outlined below. Please update your systems accordingly, and share this information with anyone affected by these changes (Buyers, A/P, Inventory, etc). If you have questions, please contact your Sales Representative or call Customer Service.

<b>PGW Functions</b>	<b>Currently (until 7/31/07)</b>	<b>Starting 8/1/07</b>
<b>Vendor of Record</b>	Transition Vendor	Perseus Distribution
<b>SAN</b>	# 760-5129	# 631-760X
<b>Customer Service &amp; Phone/Fax/Mail Orders</b>	Transition Vendor 1700 4th Street Berkeley, CA 94710 Phone: 800-788-3123 Fax: 510-528-3614 orders@pgw.com	Perseus Distribution 1094 Flex Drive Jackson, TN 38301 Phone: 800-788-3123 Fax: 800-351-5073 orderentry@perseusbooks.com
<b>Hours of Operation</b>	8:00 AM - 4:30 PM PST, M-F	7:30am - 4pm CST, M-F
<b>Remit Payment To</b>	<b>Payments sent 7/27/07 and prior:</b> Transition Vendor: Attn CCM Dept. 23813 Network Place Chicago, IL 60673-1238	<b>Payments sent 7/30/07 and after:</b> --Customers with banking institutions west of the Mississippi should send payments to: Perseus Distribution Lockbox 23702 Network Place Chicago, IL 60673-1237 --Customers east of the Mississippi should send payments to: Perseus Distribution Lockbox P.O. Box 30901 New York, NY 10087-0901
<b>Payment by Wire</b>	acct name: Per Dist TV acct address: JP Morgan Chase 4 Chase Metrotech Center Brooklyn, NY 11245 acct # 114-798400 ABA # 021-000-021 Swift # CHASUS33 Remit.advice@pgw.com	acct name: Per Dist acct address: JP Morgan Chase 4 Chase Metrotech Center Brooklyn, NY 11245 acct # 114-798400 ABA # 021-000-021 Swift # CHASUS33 <a href="mailto:Remit.advice@pgw.com">Remit.advice@pgw.com</a>
<b>Returns Address</b>	Transition Vendor Returns Dept. 1094 Flex Drive Jackson, TN 38301	Perseus Distribution Returns Department 193 Edwards Drive Jackson, TN 38301
<b>Coop Claims</b> For PGW Publishers Only	Transition Vendor 1700 4th Street Berkeley, CA 94710 Phone: 800-788-3123 Fax: 510-528-3444	Perseus Distribution/Customer Coop 1700 4th Street Berkeley, CA 94710 Phone: 510-528-1444 Fax: 510-528-3444
<b>All Other Claims</b>	Transition Vendor 1700 4th Street Berkeley, CA 94710 Phone: 800-788-3123 Fax: 510-528-3444	Perseus Distribution/CCM 1700 4th Street Berkeley, CA 94710 Phone: 510-528-1444 Fax: 510-528-3444
<b>Sales Representation</b>	Your TV/PGW Sales Rep	No Change - Your previous -TV/PGW Sales Rep
<b>Open Accounts</b>	Accounts in good standing with Transition Vendor that do not have an account with Perseus will be able to place orders for our titles with Perseus Books Group after 8/1/07.	
<b>Sending Orders</b>	Continue to send orders to PGW until <b>7/27/07</b> . Any backorders not shipped by 7/31/07 for either available or NYP titles will be transferred to Perseus Distribution. <b>IF YOU DO NOT WANT YOUR BACKORDERS TRANSFERRED, CONTACT CUSTOMER SERVICE @ 800-788-3123.</b> Orders after 8/1/07 should be sent to Perseus Distribution at above address, phone, & fax.	

Updated 6/25/07