



**PUBLISHERS
GROUP WEST**
INCORPORATED

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Dear Customers--

As you may know, Perseus Books Group was successful in picking up a majority of PGW publisher contracts. This is great news for the publishers and their programs. We want to inform you of the rapidly upcoming transition timeline and provide all the pertinent information you'll need to make this change over.

On March 1st, **PGW** will change from Vendor of Record to the **Transition Vendor of Record**. (Yes, we will be called Transition Vendor for the next 5-6 months, until our new company name is determined.) Our warehouse will not be shipping on March 1, 2007 to allow us to reset our systems. We expect to resume shipping on March 2, 2007 under our new VOR.

Please find attached a **Vendor of Record Transition Guideline** with information on where to send orders, new SAN number, returns address, remittance address and other important information. We've also attached a **PDF** and an **Excel Workbook of participating publisher ISBN prefixes** as well as the same for **non-participating publishers**.

This information and other updated information can also be found on our website at www.pgw.com/transition. If there are special instructions for how you'd like backorders transferred, *please contact your sales rep as soon as possible*. Unless we hear from you by February 27, 2007, we will assume that you want us to simply move the purchase orders over to the Transition Vendor of Record.

Please note that publishers who did not accept the Perseus offer (non-participating publishers) will no longer be distributed by PGW and will not be distributed by Transition Vendor. As these publishers arrange new distribution we will update our website with this information. PGW (SAN 2028522) *will accept returns for the non-participating publishers only at our Indianapolis Returns Center through August 31, 2007.*

With regard to accounts payable, customers should send their payments to the vendor who has invoiced them. Some specifics on this:

- a. Customers should send payments for PGW invoices to PGW at the PGW address.
- b. Customers should send payments for Transition Vendor invoices to the payment address for the Transition Vendor --
Transition Vendor
23813 Network Place
Chicago, IL 60673-1238
- c. Customers should deduct credits from the vendor that issued them.

- d. Customers should send returns to Transition Vendor's Returns Processing Center beginning 3/01/07 and begin deducting for those returns from Transition Vendor
- e. Customers should deduct invoice-related claims (Shortage/Discount) from the vendor that invoiced the invoice.

Customers will receive separate statements from PGW and from the Transition Vendor. Each statement will itemize the invoices and credits that each vendor shipped or issued. PGW staff will be doing everything possible to ensure that customers are credited correctly, on the correct account. During the transition period, customers can contact a PGW A/R representative for questions about reconciliation between the PGW account and the Transition Vendor.

Thanks so much for your patience,

Kim Wylie

EVP/Sales

Publishers Group West

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