



## Services Defined

**FNSKU Label** - FNSKU is an acronym for Fulfillment Network SKU or Fulfillment Network Stock Keeping Unit. The FNSKU is the way that Amazon identifies a product as unique to the seller that has sent it to the Amazon fulfillment center. We apply your FNSKU to each unit going to Amazon, FNSKU's are REQUIRED by Amazon for every single unit, except in very rare circumstances.

**Receiving** - Moving carton(s) from the receiving dock, scanning them in on the client dashboard, inspecting each carton for damage, verifying qty received, and staging the product for prep and/or storage.

**Poly Bag** - A clear 1.5mil LDPE Plastic Bag with FBA compliant suffocation label and self sealing end used to protect outer packaging from being damaged during processing in Amazon Fulfillment Centers

**Adding Stickers** - If the client wants to add any type of sticker to the product (this doesn't include FNSKU Labels). Such as a picture of the item if it's in a white box, or the factory forgot to include a description on the box and it's critical to your operation). All stickers would need to be provided by the client. If you need stickers and would like our help creating them, additional fees and processing time will apply.

**Sticker Removal** - If your product comes in with stickers that are not supposed to be there, store price tags if you purchased shelf pulls, etc. We will remove them for you as clean as possible.

**Taping** - If the items you send in come in a box that doesn't stay closed and require to be taped shut, or if you send DVD's, or other things that do not need a poly bag, but would require a closure so they do not open during processing at Amazon, we will apply them.

**Folding** - If your product requires folding or 'reshaping' to meet Amazon requirements or to fit in a smaller box, or poly bag.

**Box Assembly** - If you send items to us that need to be boxed before going to Amazon, this is the act of assembling the box for each unit and placing the unit in the box. Boxes provided by the client. If you would like us to procure the box for you, additional fees and processing time apply.

**Packaging** - If you send items that aren't packaged and have packaging sent to us, this would be the act of placing your items inside the packaging you provided.

**Marketing Inserts** - If you send us something to place inside each item that we are sending to amazon this would be the act of completing that task. As a reminder, it's the client's



responsibility to understand what is acceptable and not acceptable according to Amazon's Terms and Conditions.

**Bubble Wrap** - using plastic wrapping with bubbles to protect each item from damage during shipping and processing at an Amazon Fulfillment Center.

**Extra Large Poly Bag** - Poly bags larger than 9"x13".

**Liquid**- Shipping liquids to Amazon requires a 2 level liquid seal. If your product comes to us with only one level of seal, we will apply the 2nd level to ensure your item is compliant with Amazon.

**Clothing** - Folding to fit into a poly bag if it comes to us in bulk quantities. Clothing requires a more careful touch to ensure it remains sellable. If clothing comes pre-packaged in single units, labeled with UPC, we will not charge the clothing price.

**Shoes** - No part of the shoe is allowed to stick out of the packaging, if shoes are in a box, they will be rubber banded, then poly bagged prior to being sent to Amazon.

**Used Book Prep** - This includes sticker removal, cleaning of the entire exterior of the book, cleaning of the inside of each cover, and placing it in a poly bag for protection.

**Condition Notes** - We inspect each used book sent to us, add condition notes that a buyer would want to know prior to purchasing. For example: "corners slightly bent" "binding in good shape" "some highlighting throughout the book" "dust jacket is slightly torn" etc. PrimeTime Prep does not list books, and we do not adjust listings for books. We can share this information with you via the client dashboard and you are able to upload it to your listings as you wish. If you would like PrimeTime Prep to Update the listings, additional fees will apply.

**Bundling** - putting multiple units of the same SKU in one package to be sold as a set. This also includes placing "SOLD AS SET" labels on each bundle.

**Kitting** - putting multiple SKU's together in one package to be sold under one ASIN. Client is responsible for ensuring that ASIN's are already created and approved with Amazon as well as providing PrimeTime Prep with the information we need.

**Shrink Wrap** - clear plastic that items in your Bundle or Kit are placed into, then the plastic is shrunk with a heat gun for a tight seal.

**Stretch Wrap** - plastic wrapping that items in your Bundle or Kit are hand wrapped in to ensure they stay together.

**Poly Bag** - Using a poly bag to place your bundle or kitted items into to be sold under one ASIN.



**Simple Photography** - A PrimeTime Prep Team Member will take photos of all sides of your product and upload them to the Client Dashboard. These are **not** listing quality photos, more for your information, or if you want to see what a final product looks like.

**Listing Quality Photography** - Professional Photographs of your item, shot in a light box, with a professional camera, edited and sized to standards for listing on Amazon. Done by a professional photographer. Photos are yours to keep, no water marks or copyright.

**Unplanned Work** - This would typically be for special requests made by the client that are not listed in our pricing list. We also may charge for unplanned work if shipments arrive outside of the shipment plan and our team would need to spend extra time, sorting, counting, documenting etc. Clients will always be notified prior to unplanned work being charged.

**Carton Forwarding** - If your inventory is already prepped for FBA and we are simply receiving the pallets or multiple cartons and forwarding it on to Amazon. Oftentimes clients will have us ship some cartons directly to Amazon, and store other cartons to trickle in to Amazon as inventory sells.

**Rush Processing** - A fee to have your shipment moved up to 'next in line'. Clients often use this if they run out of stock or if a competitor is about to run out and you need to get extra inventory to Amazon ASAP.