

SHIPPING INSTRUCTIONS



1. Only one invoice issued per shipping record.
2. Use separate forms for rush and regular shipments.
3. Complete shipping labels indicating the type of material being sent and place on end of carton.
4. Inaccurate counts could delay processing of the shipment.
5. Keep last copy of this record as your receipt after driver counts cartons and signs form.
6. Please pack books and periodicals in separate boxes.

Customer Shipping Record

Delivery Area

Pickup Date

Account Information

Account Number

Account Name

Address

Contact Name

Contact Phone

Shipment Information

Pickup Date

Required Date

BINDERY USE ONLY	
Shop Work Order #:	
Lot Number:	

Requested Items

Binding Tickets **Boxes**

Remarks

Library Signature _____

Driver Signature _____

MATERIALS SENT	LIBRARY COUNT		BINDERY COUNT	
	Cartons	Volumes	Volumes	Initials
Periodicals				
Custom				
Standard				
Monographs				
Custom				
Standard				
Recase				
Digicover				
Paperbacks				
Flexbind S (cloth)				
Music				
Scores				
Parts				
Pocket Book				
Other				
Theses/Dissertations				
Pamphlets				
Archival Pak				
Newspapers (Regular)				
Newspapers (Tabloid)				
Textbooks				
Corrections				
TOTALS >>>				