

HF Group

Textbook Count Sheet

Please box the items listed below in boxes weighing 50 lbs or less and label them with your school name, district name, and box number (i.e. 1 of 5, 2 of 5, etc). Titles may be boxed together if there are not enough copies to fill a box. Please box library books separately, as depending on volume, they may be held until all textbooks have been processed. You may use multiple sheets if necessary

Please enclose a copy of this sheet in Box 1 and give one to your bindery representative along with textbook billing information sheet.

SCHOOL DISTRICT NAME: _____

SCHOOL NAME: _____

ADDRESS: _____

CONTACT: _____ PHONE: _____

EMAIL ADDRESS AND/OR ALTERNATE PHONE: _____

PURCHASE ORDER NO. _____ SIGNATURE: _____

	TITLE	QUANTITY
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
	TOTAL REBINDS	_____
	TOTAL CARTONS	_____

We count each order twice. The count made at the bindery will be the official count for billing. No exceptions.