



1010 Arnold St.
 Greensboro, NC 27405
 Phone: (336) 931-0800
 Custservice-nc@hfgroup.com
 www.hfgroup.com

HF Group - NC SHIPPING RECORD

Customer Account Number:	Shipping Date:
Customer Name:	Email:
Person to Contact:	Phone No.:
Customer Address:	

**Please mark the label or shipping tape of each carton with the type of product.
 Pack each product separately if possible; it will help us process your order most efficiently.**

Bindery use only

Product	No. of Boxes	No. of Volumes	Bindery Quantity	Initials	Lot No.
Serials - Magazines					
Newspapers					
Books					
Music Books					
Thesis / Dissertation					
DigiCovers					
Pamphlet					
Corrections					
Other					
<i>TOTALS:</i>					