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<b>HF Group - NC</b>	<b>SHIPPING RECORD</b>
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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					
<b><i>TOTALS:</i></b>					