

# HFGROUP



# NE

Please box the items listed below in separate boxes, unless absolutely necessary, and label them accordingly, including the name of the institution.

Please **enclose** a copy of this sheet in the box and give one to your sales representative.

**CUSTOMER NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CONTACT** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**PURCHASE ORDER #** \_\_\_\_\_ **DATE** \_\_\_\_\_

**# PIECES**

**Magazines** \_\_\_\_\_

**Library Books**

Library Summit \_\_\_\_\_

Digi Cover (copy of original cover) \_\_\_\_\_

4 Color Make a Spine \_\_\_\_\_

Picture Perfect Covers (graphically altered cover) \_\_\_\_\_

**Specialty Items**

Thesis \_\_\_\_\_

Newspapers \_\_\_\_\_

Clamshells \_\_\_\_\_

Phase Boxes \_\_\_\_\_

Portfolios \_\_\_\_\_

Corrections \_\_\_\_\_

**TOTAL** \_\_\_\_\_ **PIECES IN** \_\_\_\_\_ **CARTONS**

**Extras** (Cloth or Paper Pockets, etc.) **Please specify below**

HF Group-Nebraska  
340 1<sup>st</sup> Street  
Utica, NE 68456  
1-800-869-0420