

LIBRARY COUNT SHEET

NAME OF INSTITUTION _____

LIBRARY/DEPARTMENT _____

ADDRESS _____

CONTACT _____ PHONE _____

EMAIL ADDRESS _____

PURCHASE ORDER # _____ DATE _____

	<u># PIECES</u>	<u># CARTONS</u>
Magazines	_____	_____
Library Books	_____	_____
Thesis	_____	_____
Newspapers	_____	_____
Digi-Cover	_____	_____
Picture Perfect Covers	_____	_____
Map Pockets / Cloth or Paper	_____	_____
Law / Music Pockets	_____	_____
Clamshells/Phaseboxes/Portfolios (Please specify)	_____	_____
Corrections	_____	_____
Misc.	_____	_____
Total	_____	_____

SPECIAL INSTRUCTIONS OR REQUESTS FOR THIS ORDER: