

- All customers must fill out this form. This form must be on file and accompany our textbook count sheet for your order to be processed.

School Name: _____

School District Name: _____

Ship to Address: _____

City: _____ State: _____ Zip: _____

Bill to address (if different): _____

City: _____ State: _____ Zip: _____

Binding Contact & Title: _____

*Binding contact must be able to be reached during the summer months

Binding Contact Phone: _____ Fax: _____

Alternate Phone (required): _____

Email address (required): _____

Billing Contact & Title: _____

Billing Contact Phone: _____ Fax: _____

Billing Contact Email address: _____

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REQUIRED AUTHORIZATION—This section must be filled out and signed.

I agree by signing below that I understand the requirements for binding textbooks with HF Group. I am fully authorized to accept these terms and agree to follow them when preparing order for binding.

Signature: _____ Date: _____

Name printed: _____ Title: _____

**GENERAL OFFICE
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(402)-534-2761 (Fax)
(800)-869-0420



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