



TEXTBOOK COUNT SHEET

Please box the items listed below in boxes weighing 40 lbs or less and label them with your school name, district name, and box number (e.g. 1 of 5, 2 of 5, etc). Titles may be boxed together if there are not enough copies to fill a box. Please box library books separately, as depending on volume, they may be held until all textbooks have been processed. You may use multiple sheets if necessary

Please enclose a copy of this sheet inside Box 1.

SCHOOL DISTRICT NAME: _____

SCHOOL NAME: _____

ADDRESS: _____

CONTACT: _____ PHONE: _____

EMAIL ADDRESS AND/OR ALTERNATE PHONE: _____

PURCHASE ORDER NO. _____ SIGNATURE: _____

TITLE	QUANTITY
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
TOTAL REBINDS	_____
TOTAL CARTONS	_____

We count each order twice. The count made at the bindery will be the official count for billing. No exceptions!