BOOKBINDING ORDERING FORM

PLEASE COPY AND DISTRIBUTE THIS FORM.

PREPARATION INSTRUCTIONS:

1. If possible, please have students remove loose papers, staples, paper clips, etc., before turning in books.
2. Count number of books for each title and list them below.
3. Pack books in boxes - maximum 60 pounds per box, and mark your school name on each box.
4. Place a copy of this form along with a purchase order in one box and mark FORM INSIDE.
5. Call 1-800-941-3735 as early as possible for pickup.

School Name _____

Contact Person _____

Phone_____ P.O.#_____

QUANTITY	TITLE	PUBLISHER/AUTHOR
	TOTAL NUMBER OF BOOKS	

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