TEXTBOOK ORDERING FORM

PLEASE COPY AND DISTRIBUTE THIS FORM.

PREPARATION INSTRUCTIONS:

School Name

1. If possible, please	have students re	emove loose papers,
staples, paper cli	ips, etc., before t	urning in books.

- 2. Count number of books for each title and list them below.
- 3. Pack books in boxes—maximum 40 pounds per box, and mark your school name on each box.

Contact Person

Phone

4. Place a copy of this form along with a purchase order in one box and mark FORM INSIDE.

LIOUC	

P.O.#

QUANTITY	TITLE	PUBLISHER/AUTHOR
	TOTAL NUMBER OF BOOKS	

UTAL NUMBER UI



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Books received for rebinding are considered to be expendable. We will make every attempt to rebind as many books as possible. However, we will not be responsible for replacing or crediting those books that are damaged in our attempts. Books are insured during transit and while in our possession against loss or damages due to flood or fire.