TEXTBOOK ORDERING FORM

PLEASE COPY AND DISTRIBUTE THIS FORM.

PREPARATION INSTRUCTIONS:

OUANTITY

School Name

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 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.

M INSIDE.	P.O.#	
TITLE		PUBLISHER/AUTHOR

TOTAL NUMBER OF BOOKS



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