

BINDERY SHIPMENT

Date _____

CUSTOMER _____ Customer # _____

Order prepared by _____ Phone _____

PLEASE FILL OUT THIS FORM IN DUPLICATE: Give the original to our driver or attach it to the outside of one of the boxes. Keep the duplicate until your order is returned.

ATTACH AN ALPHABETIZED, ITEMIZED LIST OF THE MATERIALS INCLUDED IN THIS SHIPMENT

No.of Boxes	Quantity	Description	Remarks
		BOOKS	
		TEXTBOOKS	
		CUSTOM PERIODICALS	Collated per instructions on Binding Slip.
		STANDARDIZED PERIODICALS	Bound as tied.
		THESES	
		REPORTS / MINUTES	
		KATER-BINDS	
		PAMPHLETS	
		CORRECTIONS	
		RUSHES (GIVE TO OUR DRIVER)	

It is important that we receive this form properly filled out and sent in with your bindery order.

If your institution has several libraries, each library must prepare its shipment according to these instructions, with a separate shipment form for each library. The outside of each box must identify the specific library and the type of material in the box.

Personal orders, departmental orders or orders for anyone for whom we must keep separate records or bill separately, must have separate shipment forms. They must be boxed separately and labeled with ownership and contents on each box.

Each type of material must be boxed separately and each box labeled clearly with the library name and type of material in the box. Small quantities of different types of materials may be put in the same box if the contents are clearly marked on the outside of the box.

KATER ~ CRAFTS BOOKBINDERS

4860 GREGG ROAD, PICO RIVERA, CALIFORNIA 90660-2199
PHONE: (562) 692-0665 FAX: (562) 692-7920
katercrafts@earthlink.net

