



North Manchester, IN

To help expedite your order, please complete this form and either hand it to the driver or attach it to the top of your box

Date
 Contact Person
 Customer Name
 Address
 City
 Phone Number

Account #

 State / Zip
PO #

| | | Number of Cartons | Number of Envelopes | Number of Items | Lot Number |
|----------------------|---------------|----------------------|------------------------|--------------------|------------|
| Periodicals | Standard | | | | |
| | | | | | |
| | | | | | |
| | Custom | | | | |
| | | | | | |
| Library Books | Standard | | | | |
| | | | | | |
| | Custom | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | DigiCover | | | | |
| | | | | | |
| Theses | | | | | |
| Newspapers | | | | | |
| Corrections | | | | | |
| Misc | | | | | |
| | | | | | |
| | TOTALS | 0 | 0 | 0 | |