



## TEXTBOOK COUNT SHEET

Please box the items listed below in boxes weighing 50 lbs or less and label them with your school name, district name, and box number (i.e. 1 of 5, 2 of 5, etc). Titles may be boxed together if there are not enough copies to fill a box. Please box library books separately, as depending on volume, they may be held until all textbooks have been processed. You may use multiple sheets if necessary

Please enclose a copy of this sheet in Box 1 and give one to your bindery representative along with textbook billing information sheet.

SCHOOL DISTRICT NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS AND/OR ALTERNATE PHONE: \_\_\_\_\_

PURCHASE ORDER NO. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE	QUANTITY
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
TOTAL REBINDS	_____
TOTAL CARTONS	_____

We count each order twice. The count made at the bindery will be the official count for billing. No exceptions.