



Shipping Requirements

Type of Address	Residential*	Commercial		
Truck Restrictions?	None	Semi-Truck	Straight Truck	Van
Call before delivery?	Yes	No		
	Contact Name: _____			
	Phone: _____			
	Address for delivery: _____			
Hours available for delivery	Between _____ and _____			
Is this an inside delivery?	Yes	No		
*If yes, will a lift gate be needed?		V		
What floor?	_____			
Elevator or *stairs?	h	-	Service Elevator	o
Is a pallet jack or a dolly needed?)		Pallet Jack	V
Will the carrier need to take the pallet?	'	V		
Are there restrictions on the floors?	Yes - see notes	No		
Carton weight restrictions?	_____			
Are there height limits for pallets?	_____			
Are there pallet size restrictions?	Yes* - see notes	No		
Are there carton restrictions?	Yes* - see notes	No		
Special label information on labels?	Yes* - see notes	Standard		
<small>Standard non-barcode label contains: title, ISBN, author, edition, printing, and copies per carton where applicable.</small>				
Other special instructions:				

Please help us ensure your delivery takes place with as little disruption as possible by completing all fields.

Your service/sales representative are willing to help if you have any questions.

Please fill out one form per shipping destination with quantity in special instructions section.

All items with an asterisk will incur extra charges.

Feel free to contact us at 800-722-3231 if you have any questions.