BRIDGEPORT NATIONAL BINDERY, INC.
www.bnbindery.com

662 Silver Street
P.O. Box 289
Agawam, MA 01001

1.800.223.5083
1.413.789.1981
Fax: 1.413.789.4007

# SHIPMENT SUMMARY

Please fill out this sheet carefully and completely. Pack each binding category separately. It will help us to process your order most efficiently. Mark one end of each box with the symbol in parenthesis. This will indicate to our order entering department the binding category in each box or package. Thank you.

SHIP TO

Account No. _____ Lot#_____

BILL TO

PURCHASE ORDER NO.

CONTACT

TELEPHONE NUMBER AND EXT.

**DO NOT WRITE IN THIS SPACE!**

| CATEGORY | RUSH | SYMBOL | NO. OF BOXES | NO. OF PIECES | BINDERY QUANTITY | PERSON COUNTING |
|---|---|---|---|---|---|---|
| Books | ☐ | BK | | | | |
| Periodicals (Standard) | ☐ | STD | | | | |
| Periodicals (Custom) | ☐ | CUS | | | | |
| Paperbacks | ☐ | PB | | | | |
| Theses | ☐ | THESES | | | | |
| Correction(s) | ☐ | CORR | | | | |
| Other (Please Describe) | | | | | | |
| | ☐ | | | | | |
| | ☐ | | | | | |
| | ☐ | | | | | |
| | | Total Boxes | 0 | Total Pieces 0 | | |

☐ **POSTCARD SENT** ☐ **PHONE CALL**

SPECIAL INSTRUCTIONS:

SEND MORE BIND SLIPS ☐ SEND MORE SHIPMENT SUMMARY FORMS ☐

Driver

Date Pick Up/Shipped