

# Printcrafters

## SHIPPING & DELIVERY INSTRUCTIONS

Please provide this information with each order.

Customer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Proof Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check If Signature Is Required

① Quantity: \_\_\_\_\_  Commercial  Residential  
Shipping Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inside Delivery  Lift Gate  Freight Collect Via \_\_\_\_\_

Call for Appointment - Contact: \_\_\_\_\_  
Phone#: \_\_\_\_\_

③ Quantity: \_\_\_\_\_  Commercial  Residential  
Shipping Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inside Delivery  Lift Gate  Freight Collect Via \_\_\_\_\_

Call for Appointment - Contact: \_\_\_\_\_  
Phone#: \_\_\_\_\_

3rd Party - List Billing Address for Shipment # \_\_\_\_\_:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Billing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

② Quantity: \_\_\_\_\_  Commercial  Residential  
Shipping Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inside Delivery  Lift Gate  Freight Collect Via \_\_\_\_\_

Call for Appointment - Contact: \_\_\_\_\_  
Phone#: \_\_\_\_\_

④ Quantity: \_\_\_\_\_  Commercial  Residential  
Shipping Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inside Delivery  Lift Gate  Freight Collect Via \_\_\_\_\_

Call for Appointment - Contact: \_\_\_\_\_  
Phone#: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SHIPPING INSTRUCTIONS

Shipping instructions should be provided at least 5 working days prior to scheduled ship date.

Failure to provide complete shipping instructions by this date may result in delay of shipment or additional charges to re-package.

**ORDERS SHIPPED VIA FREIGHT:** Orders shipped via freight are delivered by truck and receiver is responsible for unloading books unless inside delivery is requested. In most cases there are additional charges for inside delivery, liftgates, delivery appointments and residential deliveries. Arrangements for these services should be made prior to shipment.

*Leading the Way*

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