

## SHIPPING INSTRUCTIONS

Account Name: \_\_\_\_\_

Select your account Back Order Terms:

\_\_\_\_\_ All back order permitted (Y)

\_\_\_\_\_ Back order Not Yet Published titles only (P)

\_\_\_\_\_ No back orders permitted (N)

Number of week to backorder:

Not yet published \_\_\_\_\_ weeks (52 if not specified)

All others \_\_\_\_\_ weeks (12 if not specified)

Unless otherwise instructed, accounts that allow back orders will be set up to consolidate on a 5 book/30 day basis.

Select your freight methods:

Under 200 lbs. or under \_\_\_\_\_ lbs.

\_\_\_\_\_ UPS Commercial

\_\_\_\_\_ RPS Commercial

\_\_\_\_\_ UPS Consignee

\_\_\_\_\_ RPS Collect

\_\_\_\_\_ UPS Collect/Account # \_\_\_\_\_ **(REQUIRED)**

\_\_\_\_\_ Other \_\_\_\_\_

Over 200 lbs. or over \_\_\_\_\_ lbs.

\_\_\_\_\_ UPS 100 Weight

\_\_\_\_\_ RPS Multi-weight

\_\_\_\_\_ Truck:

\_\_\_\_\_ Prepaid

\_\_\_\_\_ 3rd Party Billing/Account # \_\_\_\_\_ **(REQUIRED)**

\_\_\_\_\_ Collect/Account # \_\_\_\_\_ **(REQUIRED)**

\_\_\_\_\_ Other \_\_\_\_\_

Other specifications:

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