

*****Please Print This Form, Fill It Out, and Fax it to School Book*****

Fax#: 1.601.352.0235



**LOCAL SELECTION COMMITTEE
SAMPLE RETURN FORM**

COMMITTEE	NUMBER OF BOXES:
NAME	
SCHOOL	PHONE
ADDRESS	
CITY, STATE, ZIP	

Depending on the number of boxes, you will either receive UPS or freight line return labels.

If you receive UPS labels, please follow these instructions:

1. Whenever possible, repackage the samples in their original boxes. All packages should be securely taped closed.
2. On the UPS label(s), please fill out the name and address portion at the top of the label. Please use one label on each box and make sure that no previous address labels are visible.
3. Give the boxes to your UPS driver the next time he makes a delivery, or take them to any authorized UPS shipping facility (UPS Store or Mail Boxes, Etc.). If your driver is unable to take the boxes or refuses to take the boxes, please contact School Book Supply Company. **Do not contact UPS.** They may charge your school a pick up fee.

If your samples are being picked up by a freight line, please follow these instructions:

1. Whenever possible, repackage the samples in their original boxes. All packages should be securely taped closed.
2. On the Return Authorization labels you receive from School Book Supply Company, please fill out the name and address portion at the top of the label. Please use one label on each box and make sure that no previous address labels are visible.
3. The freight line will pick up the samples within 10 business days of the receipt of this request form by School Book Supply Company. Please have the boxes near the part of the building where you normally receive freight orders.

If you need local selection samples picked up on a specific date, please note that below or contact School Book Supply Company. **NOTE:** We require 10-day advance notification from date of this request form.

School:	Contact Person:
Physical Address:	Phone #:
City, State, Zip:	
Number of Boxes:	Pick Up Date Requested:

Phone: 1.601.352.7272 Toll Free: 1.888.352.7272 Fax: 1.601.352.0235 e-mail: info@schoolbook-ms.com