



Shipping Manifest

Please fill out this form and include in all shipments to avoid delays. Thank you!

Ship to:

Backstage Library Works
25 East 1700 South
Provo, UT 84606
Tel. +1-800-288-1265



Sender Information:

Name _____
 Title _____
 Email Address _____ (will be used to send receipt notice)
 Institution _____
 Address _____

Project Information:

- Project ID (example 07-011; number is listed on your quote)
- Sample for evaluation per arrangement with BSLW staff member
(BSLW Staff name:) _____

Please include a packing list/inventory of this shipment.

- Value is under \$1000 per item.
- Written declaration of value is included for items over \$1000 insurance value.

Return Address:

- same as above
- return to: Name _____
 Title _____
 Email Address _____
 Institution _____
 Address _____

- Do not return this shipment