



Receiving Textbook Deliveries

Please remember these important steps when receiving textbook deliveries

- 1. Schools should be prepared to receive & sign shipments throughout the spring & summer.** Make sure all summer school staff are aware of what shipments could arrive anytime Monday through Thursday. Have a step-by-step plan for receiving, storing, & counting books. Consider posting that plan in the main office, as schools often have reduced staffing in the summers.
- 2. Always accept the delivery.** Most books will arrive to you through commercial delivery. You may - or may not - receive advanced notice of their arrival. Six boxes or less will likely arrive via **UPS**.
- 3. Each delivery will contain a packing slip from PW.** This packing slip outlines the materials ordered as well as the total number being delivered with this shipment. Often there are backorders on an initial delivery. This is outlined clearly on the packing slip (see example below). Before any books are dispersed in your building, someone with the school should verify the count of books received against the packing slip. This should be done within a week of delivery.
- 4. Look for boxes labeled "LOOSE" or in limited cases "MIXED".** The "loose" books (not a full box) are usually packaged in plain boxes. PW tries NOT to "MIX" loose books into a single box, but if we do so, the box will clearly be labeled "MIXED." It is helpful to put these boxes aside & pull the needed books from them when counting.
- 5. If your school count does not match the packing slip, contact your district's textbook coordinator.** If you have too MANY books, you might have books that are meant for another school in the district. Likewise, if you are missing books, it could be that another school in the district has them. The district textbook coordinator will work directly with Publishers' Warehouse regarding any shortages or issues with delivery.
- 6. Be sure to notify your central office when you receive shipments.** They will need the signed packing slip to verify delivery & process payment.

PUBLISHERS' WAREHOUSE

EBSCO Industries, Inc.
Attn: Publishers' Warehouse
PO BOX 1943
Birmingham, AL 35201
PH: 205-980-2820

Packing List

Number: 022621
Date: 02/06/2024
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Ship-to: 690142
LOWNDES COUNTY SCHOOLS
80 COMMERCE STREET S
P.O. BOX 755
HAYNEVILLE, AL 36049

Ship-to: TEMP
LOWNDES COUNTY SCHOOLS
ATTN SUSAN BUTTS
80 COMMERCE STREET
HAYNEVILLE, AL 36049

Reference #	Ordered	Requested	Ship	Terms	When	Freight	Ship Via
24-000549	02/06/2024	02/06/2024	001	NET 30 DAYS	01	PREPAID	AAA

Item	Description	Ordered	Ship
PO # 24-000549 ATTN SUSAN BUTTS			
978133213625	INTERACTIVE SCIENCE EARTH SE +	125	EA .0 NO_RIN
Consisting of:			
9781332340595	TXI SCIENCE CUSTOM EARTH GR 6-	125	125 8x14+13
978133212967	INTERACTIVE SCIENCE LIFE SE +	125	EA .0 NO_RIN
Consisting of:			
9781332340373	TXI SCIENCE CUSTOM LIFE GR 6-8	125	112 8x12+2x8
978133212974	INTERACTIVE SCIENCE PHYSICAL S	125	EA .0 NO_RIN
Consisting of:			
9781332340601	CUSTOM PHYSICAL SCIENCE GR 8	125	125 7x14+13

Entered by: WBS 02/06/24

- Shipping Method – AAA Cooper
- Only lists what has been received on this order
- No carbon paper!
- 125 books packaged as 8 boxes of 14; the remaining 13 are packaged "LOOSE"
- 112 of 125 delivered – 13 will arrive on a later shipment
- PW utilizes plain boxes for "LOOSE" books

- PW tries to limit mixed boxes now!
- Weight & Number of boxes received