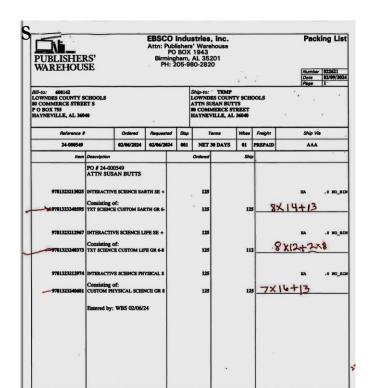


Receiving Textbook Deliveries

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 it 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.



- 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