

- Instructions:**
- 1) Complete one form for each box.
 - 2) Cut or fold form on dotted line below.

- 3) Securely attach completed form to the outside of the box on the end.
- 4) Call warehouse staff at x8178 to arrange pickup.

This form is to be used to transfer boxed library materials from site-to-site and to the Curriculum/Textbook Department at Souza. Warehouse staff will only pick up boxed items with this form attached for transfer of items. Thank you!



Library Transfer Form

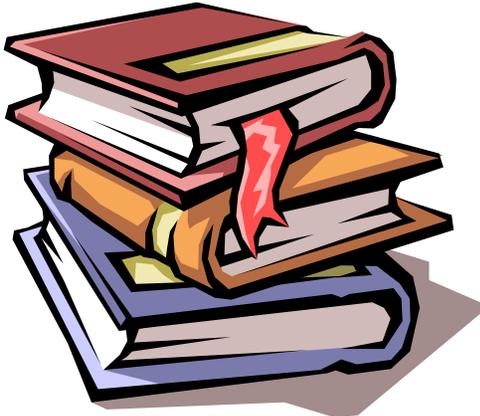
For Library
Use Only



TO: *Person's name and Site/Department* _____

FROM: *Person's name and Site/Department* _____

ITEMS ENCLOSED:



Deliver by (Date): _____

Box packed by: _____ **Box** _____ **of** _____