



ensuring a smooth delivery

1. ARRIVAL TIME

Contact your rep to find out the exact date and time that you can expect your book to be delivered. Be sure to notify the office staff so that they are aware that your books will be arriving. You may want to have someone cover your class when your books arrive so that you can personally check the shipment, and you might want to have a few of your staff members available to help unload the boxes. They'll be excited and want to take a peek at the book as soon as it arrives.

2. PURCHASE LIST

Prepare your list of who has purchased a book, and do not forget complimentary books. Collect all remaining balances now, and not as the book is being handed out.

3. STORAGE

Prepare a safe place to store your books. Although it is rare, sometimes thefts do occur. Even if you plan to distribute your books a few days after delivery, don't take chances. A locked room or a safe is an excellent location for storing books.

4. CORRECT DELIVERY

Do not simply sign the bill of lading. Stop and count the actual number of boxes being delivered. Your returned original photos are in one box. If you receive 15 boxes, you should have 14 boxes of books and one of originals. If not, call your yearbook representative.

5. CHECK DELIVERY

Upon delivery, inspect each box to be sure it was not dropped by the shipper. Inspect the boxes while the driver is still in the school so that he/she can handle any damage claims.

6. NAME STAMPED BOOKS

Boxes containing name stamped books are marked "NAME STAMPED BOOKS" with an orange label. They are not necessarily in alphabetical order and will need to be sorted.

7. COUNT

Count the number of books. The number each box contains is written on the outside of that box.

8. INSPECT

Inspect your books now, not when you may be distributing them to students. Notify your representative immediately if you have any problems.

9. FINAL INVOICE

Your final invoice should arrive within a week to 10 days after you receive your books. If you received additional "overrun" copies, be sure your representative credits your invoice if you don't want them.

10. CELEBRATE!

Remember, you've done your best and the book looks great! There will always be areas that need improvement, but don't let that spoil your party. Celebrate. . . you've earned it!