



Fulfillment Project Checklist

CLIENT INFO			
Name:		Organization Name:	
Email:		Phone Number:	
Billing Address:			
City:		State:	Zip Code:
Payment Method: <input type="checkbox"/> Credit Card <input type="checkbox"/> ACH/Wire Transfer <input type="checkbox"/> Purchase Order <input type="checkbox"/> Check By Mail			
Are you tax exempt? <input type="checkbox"/> No <input type="checkbox"/> Yes (please email your certificate to sales@bookpal.com)			

ORDER INFO	
What title are you ordering?*	Quantity (or range if tentative):
*If ordering more than 1 title, please provide a list of the 13-digit ISBNs.	
Are you interested in any add-on services?	
<input type="checkbox"/> Inserts (letter, bookmark, etc.) <input type="checkbox"/> Signed book plates (contingent on author approval)	
<input type="checkbox"/> Custom packaging <input type="checkbox"/> Address Collection <input type="checkbox"/> Premium Address Validation	
<input type="checkbox"/> Bundling <input type="checkbox"/> Other: _____	

SHIPPING INFO	
Who are you shipping to? <input type="checkbox"/> Individual recipients <input type="checkbox"/> Bundles to multiple locations	
Where will you be shipping? <input type="checkbox"/> United States <input type="checkbox"/> International <input type="checkbox"/> Both	
Is your mailing list finalized? <input type="checkbox"/> Yes <input type="checkbox"/> No—Date expected by:	
Is this for an event? <input type="checkbox"/> Yes—Date of event: <input type="checkbox"/> No	
What date do you need/expect the books in hand?	
Return Address*: <input type="checkbox"/> Same as billing address	
City:	State: Zip Code:

*Applies to US individual mailings only.