Swinburne Course Notes Delivery Docket

Date deposited:   /       /

APN/Item Number:  8 8 8 0 0 0 0

Note/Title Description:
Note Author/Editor:
Subject(s) the note is used for:

Contact:
Personal Responsible/Contact:
School:                     Phone:          Room No:
Code:

N.B. ‘Code’ is the 17 digit Finance 1 code that you want proceeds of sales credited to.

Deliveries:
Quantity Delivered:     Quantity confirmed?
Cost Price (The price that the Bookshop is being charged):
Sale Price (The price that the students will pay - COST x 1.25):

Campus:
Which campus the notes are required at:
Hawthorn  Prahran  Lilydale  Croydon  Wantirna
Qty:        Qty:        Qty:        Qty:        Qty:

Returns:
Do you want any remaining stock or misbound stock at the end of the semester to be:
Returned?     Recycled?     Held for next semester?
If the notes are to be returned, to whom and where?

Signature of staff member depositing notes:____________________________________

CONDITIONS OF SALE WITH THE BOOKSHOP

- All notes must have a barcode preprinted on the cover of the notes.
  (Barcodes are available from Paul Lourey x5487. 24 hours notice is required)
- A copy of this form must accompany the notes when delivered. All details must be present and correct.
- The bookshop will pay the department for the sale of notes based on sales each month
- All remaining notes will be removed from the Bookshop at the end of each semester

This form must accompany goods delivered