

Sterling Finishing, Inc.
466 Mill Road
Andalusia, PA 19020
Fax: (215) 639-9345

Request/Shipping Distribution List
Sterling's Work Order No. _____
OFFICE USE ONLY



Customer: _____ Contact Person: _____
Phone: _____ Email: _____
Fax: _____ PO #: _____
Job Name: _____ Ship Date: _____

Are there multiple lists? _____ Yes | _____ No

Does each recipient receive the same number of packages?
_____ Yes | _____ No

Shipping Data:

- * Preferred Carrier: _____ UPS | _____ FedEx | _____ USPS
- * 3rd Party Billing: _____ Yes | _____ No
- * What is the Account Number to use: # _____
- * Reference number to use: _____
- * Shipping Priority (Next Day Air, ground...): _____
- * Package Weight (if known): _____
- * Approximate no. of addresses on distro list (if known): _____
- * Packages per address (if known): _____
- * Are any addresses outside the United States? ___ Yes | ___ No

Was the distribution list sent to us? _____ Yes | _____ No

If the list has not yet been sent, when will we receive it: _____

What format & media type is is/has been sent:

- * Email _____
- * Floppy disk or other media _____
- * Not on file, hard copy only _____
- * File name: _____
- * File Type (Excel, Word, Access, CSV, ...) : _____

Sterling Finishing will email the tracking numbers to the email address provided at the top of this form the next business day by 10:30 am.