

SR-100

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

<p>Request for Shipping Distribution List Processing <b>Sterling's Work Order No.</b> _____ <i>OFFICE USE ONLY</i></p>
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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 | \_\_\_\_\_ Not Sure

Shipping Data:

Preferred Carrier: \_\_\_\_\_ UPS | \_\_\_\_\_ FedEx | \_\_\_\_\_ USPS  
 3<sup>rd</sup> Party Billing: \_\_\_\_\_ Yes | \_\_\_\_\_ No  
 What is the Account Number to use: # \_\_\_\_\_  
 Reference number: (if blank we use your PO#) \_\_\_\_\_  
 Shipping Priority (Next Day Air, ground...): \_\_\_\_\_  
 Package Weight (if known): \_\_\_\_\_  
 Approximate no. of addresses on distribution 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 (Date: ) \_\_\_\_\_ | \_\_\_ No  
 If the list has not yet been sent, when will we receive it: \_\_\_\_\_  
 What format & media type is is/has been sent:  
 Email (send to it@SterlingFinishing.com) \_\_\_\_\_  
 Floppy disk, CD ROM, 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.

Any invalid addresses or address corrections that are received by Sterling Finishing, Inc. (from the carrier), will result in a handling charge (in addition to the carrier's charge) for each address that reflects an address correction (\$2.00 per package/address, with a minimum of \$10 per occurrence). Please contact us if you have any questions.