Packing List: Photographs, Maps, and Other Items -- EXAMPLE

Instructions:

- This form includes both a "Shipping List" (which provides an overview of your entire shipment) and an "Itemized List" (which details each item you are sending)

- *Why do we need this?* Having both a shipping list and an itemized list makes checking your items into and out of the Digital Projects Lab more efficient and accurate because it gives us the same information in the same format from every institution. The itemized list also helps us track your items and communicate with you about discrepancies.

- If you have a standardized list or a spreadsheet of your items, you can substitute it for the "Itemized List" section of the form (contact us for more information about this)

- The Itemized List should include individual items or, if there are more than 20 items in the box, groups of items

- Only use as many lines as you need (you can change the form in Microsoft Word or contact us for an edited one)

Shipping List for Shipment   1   of   1   .

Box Number	Number of Items	Range of Items Included (Titles, Accession Numbers, Dates, or Another Identifying Feature)	Kind of Items
1	5	University poster Fall 2003-Fall 2005	Posters
2	20	#1-7, 9-15, 15a, 16, 20-23	Photographs
(Loose)	3	#1-3	Maps

Itemized List:

Box Number: 1

Title or Identifying Number	Kind of Item	Notes
Fall 2003	Poster	
Spring 2004	Poster	
Fall 2004	Poster	
Spring 2005	Poster	
Fall 2005	Poster	

Box Number: 2

Title or Identifying Number	Kind of Item	Notes
1-7	Photograph	Together in one sleeve
9-15	Photograph	Together in one sleeve
15a	Photograph	There are two copies of this image, please use the best one
16, 20-23	Photograph	Loose

Box Number: (Loose)

Title or Identifying Number	Kind of Item	Notes
Map of Republic of Texas		
Map of North America	Maps	
Denton County Map		Loose, in sleeves

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Shipping List for Shipment _____of_____.

Box Number	Number of Items	Range of Items Included (Accession Numbers, Dates or Another Identifying Feature)	Kind of Items

Initial Inventory (completed by the partner when the items are packed):

Initials:_____

Date: _____

Arrival Inventory (completed when the items arrive in Digital Projects):

Initials:_____

Date: _____

Final Inventory (completed when items are re-packed to leave the Lab):

Initials:_____

Date: _____

Packing List: Photographs, Maps, and Other Items

<u>Itemized List</u>**:**

Box Number:		
Title or Identifying Number	**Kind of Item**	**Notes**

Box Number:		
Title or Identifying Number	**Kind of Item**	**Notes**

Packing List: Photographs, Maps, and Other Items

Box Number:

Title or Identifying Number	Kind of Item	Notes

Box Number:

Title or Identifying Number	Kind of Item	Notes