

# MEDIA CENTER PRESS KIT PACKING SLIP

Please enclose with your press kit shipment.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Number of Press Kits Enclosed: \_\_\_\_\_

**IMPORTANT NOTE:** If you are enclosing kits for more than one company or more than one kit for a single company, please make copies of this form and fill out a separate Packing Slip for each different kit enclosed.

## INSTRUCTIONS FOR LEFTOVER KITS Please check one:

- We will pick up leftover kits by 5pm Thursday, April 26, 2012.
- You may discard our leftover kits after 5pm Thursday, April 26, 2012.
- Return leftover kits to:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

FedEx Acct. No.: \_\_\_\_\_

*(Please do not substitute a UPS number. UPS will not pick up shipments at the Media Center.)*

- I have enclosed a completed FedEx airbill for the return of any leftover press kits.

This form completed by: \_\_\_\_\_ Title: \_\_\_\_\_



FALL MARKET: OCT. 13-18, 2012  
SPRING MARKET: APRIL 20-25, 2013