

Distributing Books to Students

When you receive your eFair shipment, you need to sort and distribute the books. Your shipment includes a packing slip with multiple sections: a summary list of all books, teacher lists with student names and books they ordered, and any student gift and/or teacher wish list purchases.

PACKING SLIP PAGE: 2

FROM: FOLLETT BOOK FAIRS
1340 RIDGEVIEW DRIVE
MCHENRY, IL 60050

TO: CEDAR RIVER ELEM SCH
22615 SWEENEY RD SE
MAPLE VALLEY WA 98038
Attn: Alec Kozarov

SHIPMENT: 699101F

TEACHER LIST: Smith, Sarah

SHIP QTY	TITLE	AUTHOR	ISBN
1	1	Austin Josephs	ORDER NUMBER: EF55914491
		THERE IS A BIRD ON YOUR (E&P)	9781423106869
2	2	Olivia Manning	ORDER NUMBER: EF55914491
		THIS IS BLACK PA(WOR1)*ADP#P#	WEST 9781368008532
1	1	Nathan Thomas	ORDER NUMBER: EF55914491
		POKEMON HORIZON SUN & M 02#P#	YABUNO 9781974702176
3	3	THERE IS A BIRD ON YOUR (E&P)	WILLEMS 9781423106869

TOTAL ITEMS 4
TOTAL COPIES 7

Viewing the Summary List

The first section of the packing slip contains the summary list of all books purchased from your eFair. Check to ensure that all books are in the box(es) before you sort and distribute by teacher/student. The total number of titles and copies shipped appears at the bottom of this list.

PACKING SLIP PAGE: 1

FROM: FOLLETT BOOK FAIRS
1340 RIDGEVIEW DRIVE
MCHENRY, IL 60050

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22615 SWEENEY RD SE
MAPLE VALLEY WA 98038
Attn: Alec Kozarov

SHIPMENT: 699101F

SUMMARY LIST

SHIP QTY	TITLE	AUTHOR	ISBN
1	CROSSOVER	#P# ALEXANDER	9780544935204
1	DC SUPER HERO GIRLS OUT OF#P#	FONTANA	9781401274832
1	GENESIS BEGINS AGAIN	WILLIAMS	9781481465809
1	HATCHET +30/ANIV+	#P# PAULSEN	9781481486293
1	HOOT	#P# HIAASEN	9780375829161
1	LAST KIDS ON EARTH COS(LKOB4)	BRALLIER	9780425292082
1	LAST LAST DAY OF SUMMER	GILES	9781328460837
4	NEW KID	#P# CRAFT	9780062691194
3	POKEMON HORIZON SUN & M 02#P#	YABUNO	9781974702176
1	POKEMON POCKET COMICS CLAS#P#	HARUKAZE	9781974700745
1	POKEMON SUN & MOON 1	#P# KUSAKA	9781974700752
1	POKEMON SUN & MOON 2	#P# KUSAKA	9781974701308
1	POPULARMMOS PRESENTS A HOLE N	PAT+JEN	9780062790873
1	SMALL SPACES	#P# ARDEN	9780525515043
1	SOMEDAY SUITCASE	#P# HAYDU	9780062352767
5	THERE IS A BIRD ON YOUR (E&P)	WILLEMS	9781423106869
5	THIS IS BLACK PA(WOR1)*ADP#P#	WEST	9781368008532
1	WARRIORS GRAYSTRIPES ADVEN#P#	HUNTER	9780062573001
1	WINGS OF FIRE 1 THE DRAGON#P#	SUTHERLAND	9780545942157

TOTAL ITEMS 19
TOTAL COPIES 32

Sorting by Teacher

The second section of the packing slip identifies each teacher's name and the students who ordered books. Find all the student orders for a particular teacher, and then give those pages to the teacher with the books for their students. The total number of titles and copies shipped appears at the bottom of the list for each teacher.

PACKING SLIP PAGE: 2

FROM: FOLLETT BOOK FAIRS
1340 RIDGEVIEW DRIVE
MCHENRY, IL 60050

TO: CEDAR RIVER ELEM SCH
22615 SWEENEY RD SE
MAPLE VALLEY WA 98038
Attn: Alec Kozarov

SHIPMENT: 699101F

TEACHER LIST: Smith, Sarah

SHIP QTY	TITLE	AUTHOR	ISBN
STUDENT:	Austin Josephs		ORDER NUMBER: EF55914491
1	THERE IS A BIRD ON YOUR (E&P)	WILLEMS	9781423106869
STUDENT:	Olivia Manning		ORDER NUMBER: EF55914491
2	THIS IS BLACK PA (WOR1)*ADP#P#	WEST	9781368008532
STUDENT:	Nathan Thomas		ORDER NUMBER: EF55914491
1	POKEMON HORIZON SUN & M 02#P#	YABUNO	9781974702176
3	THERE IS A BIRD ON YOUR (E&P)	WILLEMS	9781423106869
TOTAL ITEMS	4		
TOTAL COPIES	7		

Identifying Gift and Teacher Wish List Purchases

There are two other sections that can appear on your packing slip, depending on your order:

- Student gift purchases contain contact information for the parent or family member who ordered each book. Gift purchases mean the parent specifically requested NOT to give books directly to students, so you must hold them for parent pickup. The recipient's name, purchaser's name and their email address appears on the slip, along with the quantity and title of each book.

PACKING SLIP PAGE: 3

FROM: FOLLETT BOOK FAIRS
1340 RIDGEVIEW DRIVE
MCHENRY, IL 60050

TO: CEDAR RIVER ELEM SCH
22615 SWEENEY RD SE
MAPLE VALLEY WA 98038
Attn: Alec Kozarov

SHIPMENT: 699101F

GIFT PURCHASES
Please contact purchaser for pickup.

SHIP QTY	TITLE	AUTHOR	ISBN
TEACHER: Hua, Dwayne			
RECIPIENT:	Nathan Thomas		ORDER NUMBER: EF55914491
GIFT FROM:	Benjamin Fuller bfull.follett@gmail.com		
1	NEW KID	#P# CRAFT	9780062691194
2	THIS IS BLACK PA (WOR1)*ADP#P#	WEST	9781368008532
RECIPIENT:	Mia Walsh		ORDER NUMBER: EF55914491
GIFT FROM:	Jean Michaels jmica.follett@gmail.com		
2	NEW KID	#P# CRAFT	9780062691194
1	POKEMON HORIZON SUN & M 02#P#	YABUNO	9781974702176
TOTAL ITEMS	4		
TOTAL COPIES	6		

- Teacher Wish List purchases contain information on each student who donated books. Contact the individual students to pick up the books and give them directly to their teacher as gifts.

PACKING SLIP PAGE: 4

FROM: FOLLETT BOOK FAIRS
1340 RIDGEVIEW DRIVE
MCHENRY, IL 60050

TO: CEDAR RIVER ELEM SCH
22615 SWEENEY RD SE
MAPLE VALLEY WA 98038
Attn: Alec Kozarov

SHIPMENT: 699101F

TEACHER WISH LIST DONATIONS
Please distribute to student to give to the teacher.

SHIP QTY	TITLE	AUTHOR	ISBN
TEACHER: SMITH, SARAH			
RECIPIENT:	SMITH, SARAH		ORDER NUMBER: EF55914594
GIFT FROM:	FLAHERTY, MARTIN		
1	LAST LAST DAY OF SUMMER	GILES	9781328460837
1	SMALL SPACES	#P# ARDEN	9780525515043
1	SOMEDAY SUITCASE	#P# HAYDU	9780062352767
RECIPIENT:	SMITH, SARAH		ORDER NUMBER: EF55914668
GIFT FROM:	WHITNEY, ABIGAIL		
1	CROSSOVER	#P# ALEXANDER	9780544935204
1	GENESIS BEGINS AGAIN	WILLIAMS	9781481465809
1	BATCHET +30/ANIV+	#P# PAULSEN	9781481486293
1	HOOT	#P# HIAASEN	9780375829161
1	LAST KIDS ON EARTH COS (LKOEA)	BRALLIER	9780425292082
TOTAL ITEMS	8		
TOTAL COPIES	8		