WITHDRAWN BOOK CHECKLIST

_____ $_____
(Date) (Fee)

_____
(Item Title)

_____
(Customer Name)

_____ Fee determined.

_____ Bookkeeper enters fee into customer record and sends customer letter. Book is placed in waiting cupboard for customer examination.

YES / NO: Customer denies responsibility for damage.

_____ Printout made and stapled to this form.

_____ Book is paid for/fee is cleared.

_____ Barcode is cut off of book and stapled to this form.

Staple barcode here.

_____ Book given to customer.

_____ Form with barcode and printout marking item “paid” given to bookkeeper.

Comments:

_____

_____

_____

_____

Revised 11/10/08

WITHDRAWN BOOK CHECKLIST

_____ $_____
(Date) (Fee)

_____
(Item Title)

_____
(Customer Name)

_____ Fee determined.

_____ Bookkeeper enters fee into customer record and sends customer letter. Book is placed in waiting cupboard for customer examination.

YES / NO: Customer denies responsibility for damage.

_____ Printout made and stapled to this form.

_____ Book is paid for/fee is cleared.

_____ Barcode is cut off of book and stapled to this form.

Staple barcode here.

_____ Book given to customer.

_____ Form with barcode and printout marking item “paid” given to bookkeeper.

Comments:

_____

_____

_____

_____

Revised 11/10/08