



Show Name: _____

 Attending: _____
 Show Dates: _____ Ship: _____

Office Prep & Pack

STANDARD LITERATURE	QTY	PRT	PCK	Notes:
Catalog	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Supplemental Lit	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Brochure	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Literature	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Order Forms	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Flyers	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Misc	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Misc	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Misc	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Lead sheet	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Feedback Form	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Misc	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Business Cards (REP: XYZ)	stack	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL ITEMS	QTY	PRT	PCK	Notes:
Pre-show Attendee List	Yes or No	<input type="checkbox"/>	<input type="checkbox"/>	
Clipboard	_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
_____		<input type="checkbox"/>	<input type="checkbox"/>	
Office Supply Box***	1	<input type="checkbox"/>	<input type="checkbox"/>	

*** calculator, packing tape, pens, stapler, staples,

