

N. P. 7250
9-30

2¼" R. H. 2¼" C. to G.

SHIPPING ORDER—COMPANY PROPERTY

TO _____

DEPT. NO. _____ FILE NO. _____

SHIP MATERIAL TODAY AS SHOWN BELOW:

FROM _____
(STATION, SECTION, ETC.)

BY _____ DEPT. _____ DIV. _____

TO _____
(NAME) (TITLE)

CAR INITIAL _____ CAR NO. _____

AT _____

QUANTITY	NEW OR S. H. OR SCRAP	DESCRIPTION OF ARTICLES	WEIGHT	PRICE	DO NOT WRITE IN THESE COLUMNS		
					AMOUNT	OPTG. ACCT.	M. & S. Cl.

INSTRUCTIONS—THIS SHIPPING ORDER IS TO BE USED BY ALL DEPARTMENTS EXCEPT STORE DEPARTMENT, IN CONNECTION WITH TRANSFERRING COMPANY MATERIAL.

KEEP HARD COPY ON FILE AND SEND CARBON COPIES TO AGENT, CONSIGNEE, DIVISION ACCOUNTANT, STOREKEEPER AND OTHERS CONCERNED, SHOWING ON THE FACE OF THE SHIPPING ORDER THE PARTIES, TO WHOM COPIES ARE FURNISHED.

IN CASES WHERE MATERIAL IS SOLD, OR TRANSFERRED FROM ONE DIVISION TO ANOTHER, OR FROM ONE DEPARTMENT TO ANOTHER, NECESSARY INFORMATION MUST BE SHOWN ON THE FACE OF THE SHIPPING ORDER TO ENABLE PROPER CHARGE TO BE MADE.

AGENTS SHOULD BE PARTICULAR TO PUT ON THE WAY-BILLS ALL NOTATIONS THAT APPEAR ON THE SHIPPING ORDER. COMPANY MATERIAL MUST NOT BE BILLED, EXCEPT BY ORDER OF PROPER AUTHORITY.

BILLED ON WAY-BILL NO. _____ 19. _____

FROM _____ STATION _____ AGENT _____

(TITLE) _____