

TRANSFER & SHIPPING ORDER—COMPANY PROPERTY

TO _____

SHIP MATERIAL TODAY AS SHOWN BELOW:

FROM _____
(STATION, SECTION, ETC.)

TO _____ (NAME) _____ (TITLE)

AT _____

DEPT. NO. _____ FILE NO. _____

_____ 19 _____

BY _____ DEPT. _____ DIV. _____

CAR INITIAL _____ CAR NO. _____

QUAN.	DESCRIPTION	WEIGHT		PRICE	AMOUNT	M&S CL.	ACCOUNT
		Ea.	Total				
	SHOW NEW, S. H. OR SCRAP						

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) _____