Plastic Courier Bags: Ordered through Harland-Clark. Ph: 877-202-8972. READ THESE INSTRUCTIONS COMPLETELY prior to calling. Bags take 7-10 business days to ship so plan accordingly. Make sure you have enough bags on hand. If normal orders are not received in 10 days, call Harland-Clark for shipping status.

When placing your order, you will be asked for the following information:

**Account number:** 14996-50103 (If asked, the account is in California)

**Location:** N/A

**Bag Product Number:**
- Cash and Checks: *(for department use)* BASDBA10
- Cash Only: *(for Main Cashiers)* BASDSA22
- Checks Only UN-encoded: *(for Main Cashiers)* BACKUN12
- Checks Only PRE-encoded: *(for Main Cashiers)* BACKPR20

**Quantity:** Number of packages (100 bags/pk)

**Shipping address:** Contact name, phone number, and complete shipping address. No PO Boxes.

**IMPORTANT:** Please volunteer the following information pertaining to charges because you may or may not be asked: “All charges are analyzed.” If you do not advise them at the time you place your order, your department will be charged for the supplies. Also, if you need to place a RUSH order, you WILL BE CHARGED.

When placing your order, write down the name of the person at Harland Clark that took your order, the date and time of day that the order was placed. Have this information available if you need to check on a shipment.

If there are any issues at the time the order is placed, or any questions about these instructions, please contact Sandie Schwartz at X: 40380.