Copy and fill in this template when you cannot use the online manifest system.

ILDS Manifest

Page_____ of _____ Pages

Shipped From: _____

Manifest Date: _____

Shipping To (Institution Name)	Address	City, State, Zip	Distribution Code	Count of Items in Bag	ILDS Bag Number (YYYYMMDD-FROM-TO-BAG-ITEMS)
TOTAL ITEMS IN SHIPMENT: _____					
TOTAL BAGS IN SHIPMENT: _____					

Library signature: **Driver signature:**