

**Kansas City Metropolitan Library & Information Network
 Courier Delivery Service Profile
 Fiscal Year 2008-2009**

Please complete, print and FAX this form, one per delivery/pickup location site, to the KCMLIN Office: **(816)461-0966**.
 If you need help with this form, please contact the Susan Burton at (816) 521-7267.

Institution Name		
Delivery/Pickup Address <i>Please include building and campus and/or street address.</i>		
City	State	Zip
Contact Person #1	Phone	E-mail
Contact Person #2	Phone	E-mail
Delivery Instructions		
Map to Delivery/Pickup Location <i>Please attach a map to the delivery/pickup location from a major intersection. Use an additional page if necessary.</i>		
Parking/Security Instructions		
Days Closed <i>The courier will not make deliveries on the following special days: New Year's Eve Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the Day after Thanksgiving Day, Christmas Eve Day, Christmas Day. Please list below other dates between 7/1/08 – 6/30/09 the library is closed.</i>		

Please include what your anticipated average load (items) per day will be: _____

KCMLIN Contact:

Susan Burton: susanburton@kcmlin.org
 Mary Puhr: marypuhr@kcmlin.org