
District Name

County District Number

**TEXAS EDUCATION AGENCY
Division of Textbook Administration
SHIPMENT ERROR REPORT, TEX-013**

Vendor/ State
Depository _____ Packing List # _____ Order # _____ Ship Date _____ Req.# _____

HOLD OVERAGES, SUBSTITUTIONS AND DEFECTIVE TEXTBOOKS FOR INSTRUCTIONS FROM DEPOSITORY

ISBN	Multiple List Code	Title of Instructional Material	Number Invoiced	Number Received	Amount Over	Amount Short	Amount Def/Dam

COMMENTS: Please explain specific damage and/or defects.

Depository Use Only: Brief description of resolve including date TEX-013 received and date resolved.

Date TEX-013 Received: _____ Date Resolved: _____

Mail original TEX-013 to the depositories listed on the back.
Mail a copy of the front of the TEX-013 to the Division of Textbook Administration.

Name of Textbook Coordinator Telephone Number

Signature of Textbook Coordinator Date

Depository Addresses and Full Instructions are on Back of Form

Instructions for Handling Incoming Shipments

1. Separate the shipment by depository.
2. **COUNT THE NUMBER OF CARTONS AND/OR BOXES BEFORE SIGNING THE FREIGHT BILL.**
3. Refuse any cartons which are not addressed to your district. Refuse all cartons which have extensive damage.
4. Note all shipment discrepancies and refused cartons on the freight bill, sign and keep one copy.
5. Count each depository's shipment separately, comparing each textbook to the packing list.
6. Note all discrepancies between the number of textbooks invoiced and the number actually received on the packing list. All discrepancies noted on the packing list should be listed on the Shipment Error Report, TEX-013.
7. After all books have been counted by depository and all discrepancies noted, sign and date the packing list.
8. Mail one copy of the packing list to Textbook Administration within 10 DAYS of shipment. Attach a copy of the front of the TEX-013 if discrepancies are noted.
9. Send the original TEX-013 to the depository in whose shipment the error was found. Include a copy of the freight bill.

Instructions for Completing Shipment Error Report - TEX-013 Dallas Depositories

1. Shipment errors from each depository must be submitted on a separate TEX-013. **DO NOT COMBINE ERRORS FROM DIFFERENT DEPOSITORIES.**
2. Complete top of form giving full information about the shipment including packing list number, order number and shipment date.
3. List the ISBN codes, multiple list codes and titles of all textbooks on which an error in shipment was found.
4. Enter the number of textbooks invoiced and actually received. Note the difference in "Amount Over" or "Amount Short."
5. If reporting damaged or defective books, enter the ISBN code, title of the textbook, and amount of defective and/or damaged textbooks and explain in the "comments" section.
6. Sign and date the completed form. Include a telephone number.
7. Mail the original TEX-013 only to the depository whose shipment error you are reporting. Mail the TEX-013 within 30 DAYS of receipt of shipment.
8. Attach a copy of the freight bill with the original TEX-013 mailed to the depository.
9. Attach a copy of the front of the TEX-013 with your signed packing list and mail to Textbook Administration.

Texas Education Agency
Textbook Administration
1701 North Congress Avenue
Austin, Texas 78701

Depository Addresses

(CV) CEV MULTIMEDIA DEPOSITORY
ATTN: Karen Crowell
1020 SE Loop 289
Lubbock, Texas 79404
FAX: 1-800-243-6398
PHONE: 1-800-922-9965

(EP) EDUCATIONAL PUBLISHERS DEPOSITORY
ATTN: Nancy Bauer
1175 N. Stemmons Freeway
Lewisville, Texas 75067- 2516
FAX: 972-459-6166
PHONE: 972-459-6160

(HM) HOUGHTON MIFFLIN DEPOSITORY
ATTN: Betty Brooks
13400 Midway Road
Dallas, Texas 75244
FAX: 972-980-6814
PHONE: 800-733-2828 ext. 5729

(MH) THE MCGRAW-HILL COMPANIES DEPOSITORY
ATTN: Nancy Deehan or Debra Bland
220 East Danieldale Road
DeSoto, Texas 75115
FAX: 469-567-5239
PHONE: 800-839-3378

(SW) DDS SOUTHWEST DEPOSITORY
ATTN: Pam Murff
600 Freeport Parkway, Suite 100
Coppell, Texas 75019
FAX: 214-452-6301
PHONE: 214-452-6300