



**Instructions for placing an order to be received by  
Blue Ribbon Moving & Storage**

1. When placing orders with your suppliers / vendors it is critical the following format is used to ensure accurate and efficient receipt and inventory of your items.

Ship to address format example:

**Supplier/Vendor Name**

**C/O: Blue Ribbon Moving & Storage**

**Ref: PO#123 / Doe / John**

**8606 Wall Street #300**

**Austin, TX 78754**

**(512) 476.MOVE (6683)**

Notify Blue Ribbon Moving & Storage of an incoming shipments by

emailing or calling us.

Email [MannyBlueRibbon@yahoo.com](mailto:MannyBlueRibbon@yahoo.com) 512.476.6683

**Receiving address for Blue Ribbon Moving & Storage:**

**Blue Ribbon Moving & Storage  
8606 Wall Street #300  
Austin, TX 78754**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_