

Return and Purchase LWH Manifest Books by Shipment Form

Special Services Division
 3907 South Industrial Drive, Suite 100
 Austin, Texas 78744
 Phone: (512) 972-1090

Return and Purchase of Liquid Waste Manifest Books by Shipment Option

In order to have new manifest books shipped to you, please send the following items to the address above at the permittee's expense.

- Used books being returned.
- Completed copy of this form.
- A self-addressed bill of lading that includes your account number and the "bill to addressee" (or similar) option checked.

Business Name _____ COA LWH Permit Number _____

Shipping Street Address _____

City/State/Zip _____

Contact Name _____ Contact Phone Number _____

Please list the beginning manifest number in EACH book being returned.

If you would like to request and purchase manifest books follow the process below:

- Manifest books requests and purchase will be done over the phone by contacting our office at (512) 972-1090, Monday through Friday, 8:00 a.m. to 3:30 p.m.
- Payments for purchases will be made by credit card only and will be made over the telephone by contacting the Cashier's office at (512) 972-0000. **Cash and checks will not be accepted for shipped books at this time.**
- Once confirmation of purchase has been received by the Special Services Division, your books will be shipped to you via the self-addressed method you provided to the address listed above.

