



Reading Program Service Label Order Form

Order form to use for ordering labels

Today's Date: _____

To place an order for Reading Program Service labels, please complete this form. Please include business and alternate telephone numbers should additional information be required to complete your order. Label processing will take approximately three to four weeks, from order to delivery, for you to receive the labels.

Bill To:

District or Institution Name:		
Customer Number:	Purchase Order Number:	
Contact Name:	Alternate Contact Name:	
Contact's Email Address:	Alternate's Email Address	
Daytime Telephone:	Alternate Telephone:	
Fax:		
Address:		
City:	State:	ZIP/Postal Code:
<input type="checkbox"/> Check here if this is a new address		
<input type="checkbox"/> Check here if this is a new contact name		

Ship Order To:

Use the same as Bill To:

District or Institution Name:		
Attention:	Customer Number:	
Installation Site Name (if different from Ship To):		
Address:		
City:	State:	ZIP/Postal Code:
<input type="checkbox"/> Check here if this is a new address		
<input type="checkbox"/> Check here if this is a new contact name		

Please send your purchase order to...

Follett - Attention: Order Fulfillment
1340 Ridgeview Drive
McHenry, IL 60050-7048

Or fax to (800) 852-5458 (outside the US, Canada and Bermuda fax to (815) 759-9831) or email to FSSOrders@follett.com

Please select from the following:

- Accelerated Reader Labels** (US/CAN \$99 per site)

Select Options:

- AR Spine Labels (1" x 1") or Book Labels (2.5" x 1")

Include the Accelerated Reader interest level on the Labels?

- Yes No

Include the Lexile measure on the Labels?

- Yes No

Important Information: If both interest levels and Lexile measures are requested, book labels must be ordered. The information does not fit on the small spine labels

* If the option to include the Lexile measure is selected, the label will include both Accelerated Reader information and the Lexile measure if both types of reading program information are present in the title record. If only Accelerated Reader information is present, the label will include only AR information. If only the Lexile measure is present, the label will include only the Lexile measure.

- Reading Counts! Labels** (US/CAN \$99 per site)

Select Options:

- RC Spine Labels (1" x 1") or Book Labels (2.5" x 1")

Include the Lexile measure on the Labels?

- Yes No

* If the option to include the Lexile measure is selected, the label will include both Reading Counts! information and the Lexile measure if both types of reading program information are present in the title record. If only Reading Counts! information is present, the label will include only RC information. If only the Lexile measure is present, the label will include only the Lexile measure.

- Lexile Labels** (US/CAN \$99 per site) – Lexile Spine Labels Only (1" x 1")

- Fountas & Pinnell (F&P) Labels** (US/CAN \$99 per site) – F&P Spine Labels Only (1" x 1")

Labels are printed using F&P information from both service and existing MARC record (this may result in multiple labels with differing F&P levels).

(PLEASE NOTE: Fountas & Pinnell IS ONLY AVAILABLE ON DESTINY 10.0 OR GREATER)

****Due to the technologies involved with data encoding and the translation of encoded values into character sets for display or fonts for printing, it is possible some diacritic characters that appear correctly on your computer display will appear differently or incorrectly on a printed label. If your data contains a large number of diacritic characters, please take this into consideration when ordering labels that would contain fields with diacritic characters.***

Which of the following Reading Program services are you subscribed to?

- Accelerated Reader (Renaissance Place)
 Reading Counts!
 Fountas & Pinnell
 Lexile

IMPORTANT: Subscribers to Reading Program Services **MUST** process the Reading Program Service update to populate the reading program information into your data **BEFORE** transmitting it to Follett for printing labels. Failure to process services before submitting data to Follett may result in erroneous labels and additional costs for reprinting labels with correct information.

Please provide the following counts for your collection

Total Number of Copies in your Collection: _____

Estimated number of AR/RC! Titles in your Collection: _____

Date of Last Reading Program Service Update for the
Data Submitted: _____

Please submit these files to Data Services:

- Export file of my MARC data in MARC 21/852 holdings format.
- This completed Reading Program Label order form, which is required to print your labels.

Uploading Your Export to Follett Digital Content:

To prepare your data for upload, we strongly recommend compressing your data file(s) using a file compression utility like WinZIP® or Stuffit®. For instructions on how to prepare your data for transfer, please review the Preparing Files for Follett document available at the following link:

<http://www.follettsoftware.com/preparing-files-for-follett>

- Using a web browser, login to the Follett Customer Portal. The following link will bring you to the Follett Customer Portal login page:
www.FollettSoftware.com/login
- Upon login to the Customer Portal select the **Data Transfer** link from the top of the screen, and then select the **Transfer data to Data Services** link.
- Fill in the form with the required information. Use the browse button to locate and select the file to be transferred.
- Click on the **Transfer Data** button.

If you require a more detailed instruction of this process, please go to the following link:
www.FollettSoftware.com/DataTransfer

For technical assistance please dial **800.323.3397** and **press 3**, or send an email to techsupport@follett.com

