



# Order Typing Service for Books

Our Order Typing Quotation Service is a benefit we provide at no cost to our Follett School Solutions, Inc. customers. This service saves you hours of preparing title lists, checking for duplicates, reviewing prices and adding columns of figures. Follow the steps below and let Follett do the work for you.

**1. Prepare Your Information**

You may include handwritten notes, copies of reviews, pages from our catalog or lists from any other title source. Circle or highlight the titles you are considering. Include the author, publisher and when possible, the Follett#.

Yes, please return my original paperwork.

**2. Complete the Free Order Typing Service Form**

Complete the Free Order Typing Service form on the following page. Send the completed form along with the rest of your information to Follett in the enclosed postage-paid envelope.

**3. Relax and Let Follett Do the Work**

Within 10 working days, a detailed listing of your titles can be posted to your Titlewave® account or sent to you via email, fax or mail. No matter which option you choose, we will mail your original information back to you. Lists posted to your Titlewave account will appear in your Inbox on your Titlewave home page. Emailed lists are sent as attachments in spreadsheet format.

**List Formats**

Printed on standard, letter-size paper.

**Standard**

30881V7	-Fic-; Henkes, K: Olive's ocean [WC WM NM SL* BL* HB* PW* KR*] {GR 5-8} - Greenwillow Books '05, RL 6.6. . . . . FBG	11.96	1	11.96
22596PX	423; Merriam-Webster's intermediate dictionary [RR LM] {GR 5-8} - Merriam-Webster '04. . . . .	12.21	1	12.21
18842V8	599.4; Lunde, D: Hello, bumblee bat [BL KR LM SB TSG] {GR K-3} - Charlesbridge '07, RL 1.8. . . . . FBS	11.26	1	11.26
38504W6	-Fic-; Updale, E: Montmorency : thief, liar, gentleman? [SL* LM* BC* PW BL HB VO KR] {GR 5-8} - Scholastic '05, RL 6.3, 232p. . . . . FBG	11.26	2	11.26
14712T9	-E-; Stryer, A: Kami and the yaks [BL KR LM PW SFB SL] {GR K-3} - Bay Otter '07, RL 3.5, . . . . .	9.86	1	9.86

Includes Follett#, Dewey classification, author, title, review source(s) (if applicable), interest level, publisher, publication date, reading level (if applicable), page count, binding type and/or special designations, unit price, quantity and extended price.

Contact Name \_\_\_\_\_  I am a new Follett customer

Title \_\_\_\_\_ School/District \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Home Phone (optional) \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Fax Number \_\_\_\_\_ Additional Information For International Orders:

Email (school) \_\_\_\_\_ Province/Country \_\_\_\_\_

Email (home-optional) \_\_\_\_\_ Postal Code \_\_\_\_\_

This order is for:  Library/Media Center Use  Classroom Use

**Receive List Via Titlewave, Fax or Email**

- Please post my list to my Titlewave account; Username is: \_\_\_\_\_
- Please fax my list to me at (if different from above): \_\_\_\_\_
- Please email my list to me at (if different from above): \_\_\_\_\_
- (Emailed lists are sent as attachments in spreadsheet format.)

**List Format**

- Standard Format • 1 copy \_\_\_\_\_
- Requisition Format • 1 copy \_\_\_\_\_

**List Sequence**

**Check One:**

- Author/Title (A)
- Title/Author (T)
- Dewey/Author (E)
- Dewey/Title (D)

**Indicated Accelerated Reader®, Reading Counts!® and/or Lexile® Information on All Applicable Books**

- Accelerated Reader
- Reading Counts
- Lexile

**Binding Preferences**

- Quote FollettBounds when available.
- FollettBound<sup>SM</sup> bindings are unconditionally guaranteed.

**Processing and Cataloging Options**

- Check here to use your options already on file at Follett.
- Complete the reverse side of this page and send it along with the rest of your information to Follett.

**Indicate any special instructions for preparation of this list in the space provided below.**

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For Office Use Only – Please do not write in this box.		Stager	Booker
Printout Number			Date
Territory Number			
Number of Books	AT\$	CS Initials	Date

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## Standard Book Processing Packages

1.  **Book Automation Processing (all materials attached)** . . . . . **69¢ per book**  
(Electronic catalog record, bar code label with protector, spine label\* and mylar choice)  
 Free mylar on books with dust jackets     No mylar
2.  **Book Automation Processing Plus Cards (all materials attached)** . . . . . **99¢ per book**  
(Catalog card set, electronic catalog record, bar code label with protector, spine label\* and mylar choice)  
 Free mylar on books with dust jackets     No mylar
3.  **Book Nonautomated Processing (all materials attached)** . . . . . **\$.1.09 per book**  
(Catalog card set, pocket, borrower's card, spine label\* and mylar choice)  
 Free mylar on books with dust jackets     No mylar
4.  **Book Do-It-Yourself Kits (materials not attached)** . . . . . **.89¢ per book**  
(Catalog card set, self-adhesive pocket, borrower's card and spine label\*)  
 Free mylar on books with dust jackets     No mylar

\* Please Note: If books do not have mylar, spine label will have protector.

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## Standard Individual Items

5.  **Electronic catalog record** . . . . . **11¢ per book**
6.  **Bar code label with protector** . . . . . **11¢ per book**  
 Attached\*     Not attached
7.  **Spine label (with protector if no mylar)** . . . . . **11¢ per book**  
 Attached\*     Not attached
8.  **Lexile label (with protector if no mylar)** . . . . . **11¢ per book**  
(Includes Lexile Measure in MARC Record)  
 Attached\*     Not attached
9.  **Shelflist card** . . . . . **11¢ per book**  
(Note: Shelflist card is included in options 2, 3, 4, 15 and 18.)
10.  **Date due slip** . . . . . **11¢ per book**  
 Attached\*     Not attached
11.  **Borrower's card** . . . . . **11¢ per book**
12.  **Pocket (self-adhesive)** . . . . . **34¢ per book**  
 Attached\*     Not attached
13.  **Mylar on books with dust jackets (only available attached)** . . . . . **59¢ per book**
14.  **Theft detection (only available attached)\*** . . . . . **59¢ per book**
15.  **Catalog card set** . . . . . **79¢ per book**
16.  **KAPCO Easy Covers on paperbacks (only available attached)** . . . . . **\$.2.49 per book**

\* Please Note: If you choose "Attached" on any one or more of 6, 7, 8, 10 or 12 or if you choose 14 you will be charged an additional 49¢ per book for processing handling. This charge is waived if you also choose any one of processing packages 1, 2, 3, 17, or 18.

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