

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 attach this order form to your purchase order and send to...

Follett Software Company - Attention: Order Fulfillment
1391 Corporate Drive
McHenry, IL 60050-7041

Or fax to (800) 807-3623 (outside the US, Canada and Bermuda fax to (815) 344-8774)

Please select from the following:

- Accelerated Reader** Book Labels (US/CAN \$99 per site)
Select Options:
 Small Labels or Large Labels
Include the Accelerated Reader interest level on the Book Labels?
 Yes No
- Reading Counts!** Book Labels (US/CAN \$99 per site)
Select Options:
 Small Labels or Large Labels
Include the Lexile measure on the Book Labels?
 Yes No
- Lexile** Book Labels (US/CAN \$99 per site) - Small Labels Only

Please provide the following Technical Information:

Library Software: Destiny Library Manager Athena Circulation Plus/Catalog Plus InfoCentre
Library Software Version: _____

Please complete the following information:

Indicate Bibliographic Data you are Submitting:

- Export file of my MARC data in MARC 21/852 holdings format.
- I use Accelerated Reader Enterprise (Renaissance Place)
 I use Reading Counts! Enterprise.
 I'm not an Enterprise user.

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 Software Company for printing labels. Failure to process services before submitting data to Follett Software Company 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: _____

Number of AR/RC! Titles in your Collection: _____

Number of AR/RC! Quizzes you have, if not an Enterprise user: _____

Number of Lexile Titles in your Collection: _____

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

Uploading Your Export to Follett Software Company Data Services:

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:

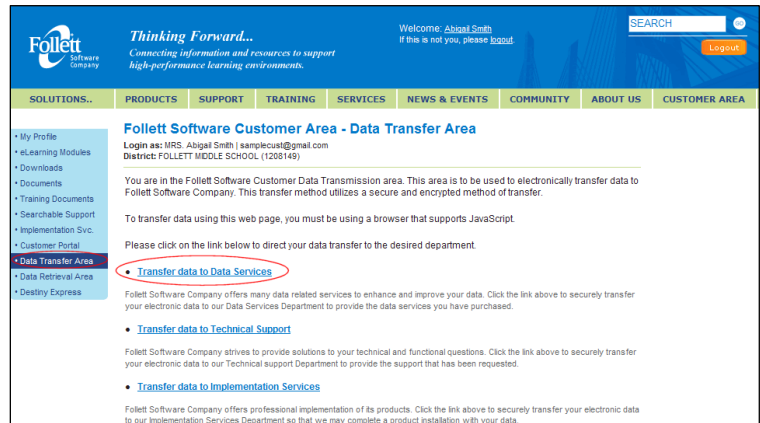
www.FollettSoftware.com/files/cms/preparing_files_for_follett.pdf

1. Using a web browser, login to the Follett Software Customer Area of our website using your Individual Sign-On Account. www.FollettSoftware.com/login

2. Upon login to the Customer Area, click on the link **"Data Transfer Area"** located in the menu selection on the left-hand side of the screen. Click on the **"Transfer data to Data Services"** link.

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 1**, or send an email to techsupport@fsc.follett.com



The screenshot shows the 'Follett Software Customer Area - Data Transfer Area' page. The user is logged in as 'MRS. Abigail Smith | sampleout@gmail.com' from 'DISTRICT: FOLLETT MIDDLE SCHOOL (1208149)'. The page contains instructions for transferring data and lists three options: 'Transfer data to Data Services' (circled in red), 'Transfer data to Technical Support', and 'Transfer data to Implementation Services'. The 'Data Transfer Area' is highlighted in the left-hand navigation menu.