

Reading Program Data Service Order Form

Order form used for Data Services
In-house Processing of Reading Program Services

To place an order for Reading Program Data Services, please complete this form in its entirety. Please include business and alternate telephone numbers should additional information be required to complete your order. If you have also ordered labels, for planning purposes, please know that it will take 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)

Select a Reading Program Data Service:

- AR Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN \$399)
- AR Enterprise Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN \$399)
- RC! Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN \$399)
- RC! Enterprise Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN \$399)
- Lexile Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN \$399)

Should you want to order Book Labels, select from the following:

- Accelerated Reader Book Labels (US/CAN \$99 per site)
Select Options:
 - Small Labels or Large Labels
 - Check here if you would like the Accelerated Reader interest level included on the Book Labels
- Reading Counts! Book Labels (US/CAN \$99 per site)
Select Options:
 - Small Labels or Large Labels
 - Check here if you would like the Lexile measure included on the Book Labels
- Lexile Book Labels (US/CAN \$99 per site) - Small Labels Only

Please provide the following Technical Information:

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

Circulation Plus / Catalog Plus Customers: If ordering either Accelerated Reader or Reading Counts! would you like us to insert a category number into your copy records? (This option is not available for Lexiles.)

- No, I do not need a category number. (This is the default.)
- Yes, I would like to have category numbers inserted. Valid Range=2-2,000: _____

How would you like your records returned? FTP CD

Please complete the following information:

Indicate Bibliographic Data you are Submitting:

- Export file of my MARC data in MARC 21/852 holdings format.
Note: For optimum results, we recommend an ISBN or LCCN be included for every record.
- Local copy information with my exported data.
Note: If you have also ordered labels, copy information must be submitted with exported MARC data to ensure you receive a label for every copy of the titles matched as a result of the Reading Program Data Service

Indicate Accelerated Reader / Reading Counts! Quiz Data you are Submitting:

- Export file(s) of my AR Quizzes. Export file(s) of my RC! Quizzes.

For AR/RC! quiz export instructions, visit www.FollettSoftware.com/RPSQuizExport.

- I use Accelerated Reader Enterprise (Renaissance Place) and have no quiz export file.
- I use Reading Counts Enterprise and have no quiz export file.

Customers using Accelerated Reader Enterprise (Renaissance Place) or Reading Counts! Enterprise do not need to submit an Export Quiz file.

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: _____

Number of Lexile Titles in your Collection: _____

Uploading Your Export to Follett Software Company Data Services:

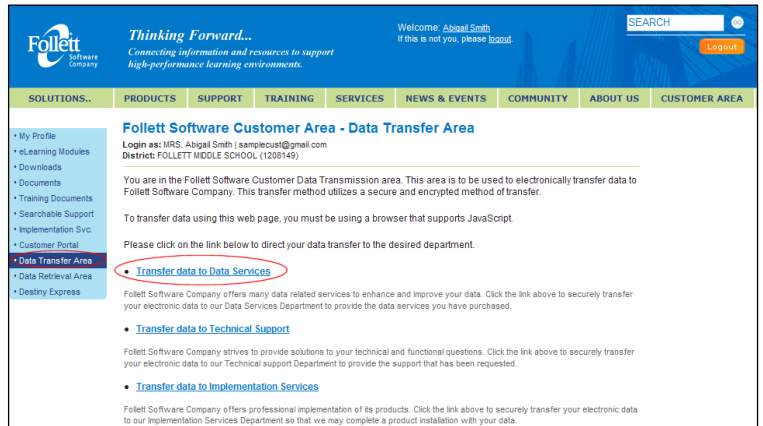
To prepare your data for upload, we strongly recommend compressing your data file(s) using a file compression utility like WinZIP® or Stuffit®. For instructions on how to prepare your data for transfer, please review the Preparing Files for Follett document available at the following link:

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



IMPORTANT:

While your data is at Follett Software Company for processing, all cataloging activity should cease.

Any changes made to your records will not be reflected in the data Follett Software Company has. When the processed data is returned to you and loaded, your changes will not be reflected or could be overwritten, depending on the situation.