



Order Typing Service  
For Books

SELECTION



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Our Order Typing Quotation Service is a benefit we provide **at no cost** to our Follett Library Resources 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 Library Resources 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 FLR#.

**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 Library Resources 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**

Two list formats are available. Both are printed on standard, letter-size paper.

**Requisition**

18842V8	FBS	1	Lunde	Hello, bumblebee bat	Charlesbri	11.76	11.76
22596PX		1		Merriam-Webster's intermedi	Merriam-We	12.21	12.21
38504W6	FBG	2	Updale	Montmorency : thief, liar,	Scholastic	11.16	23.32
30881V7	FBG	1	Henkes	Olive's ocean	Greenwillo	11.86	11.86
14712T9		1	Stryer	Kami and the yaks	Bay Otter	9.32	9.32

*Includes FLR#, binding type and/or special designations, quantity, author, title, publisher, unit price, and extended price.*

**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	11.86	1	11.86
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	11.76	1	11.76
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	11.16	2	23.32
14712T9	-E-; Stryer, A: Kami and the yaks [BL KR LM PW SFB SL] {GR K-3}-- Bay Otter '07, RL 3.5, . . . . .		9.32	1	9.32

*Includes FLR#, 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 Library Resources 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 • Number of copies (2 recommended) \_\_\_\_\_
- Requisition Format • Number of copies (2 recommended) \_\_\_\_\_

**List Sequence**

- Check One:**
- Author/Title (A)
  - Title/Author (T)
  - Dewey/Author (E)
  - Dewey/Title (D)

**Indicate 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 Library Resources.
- Complete the reverse side of this page and send it along with the rest of your information to Follett Library Resources.

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*For Office Use Only – Please do not write in this box.*

Printout Number	Stager	Booker
Territory Number		Date
Number of Books	AT\$	CS Initials
		Date



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## Standard Processing Packages

1.  **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.  **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.  **Nonautomated Processing (all materials attached)** .....**\$.109 per book**  
(Catalog card set, pocket, borrower's card, spine label\*, and mylar choice)  
 Free mylar on books with dust jackets       No mylar
4.  **Do-It-Yourself Kits (materials not attached)** .....**.89¢ per book**  
(Catalog card set, self-adhesive pocket, borrower's card, and spine label\*)

\* 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, and 15.)
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)** .....**\$.249 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, or 3.

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