



**Order Typing Service
For A/V Materials**

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 pages of catalogs, copies of reviews, pages from our catalog, or lists from any other title source. Circle or highlight the audiovisual titles you are considering. Include the format desired, the producer's name, and the producer's catalog number if available. When possible, include 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

A detailed listing of available titles will 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

40AC8R5	1	Kelley	Bertha Bantam Learns a L#mrp#	GiGi Audio	14.99	14.99
464F0D6	1	***	G. I. Joe Ernie Pyle: A #vdn#	White Star	14.99	14.99
4A5E4Q9	1	***	Legend of Sleepy Hollow #ads#	GiGi Audio	12.99	12.99

Includes FLR#, special designations, quantity, author/performer (if available), title and format code, producer, unit price, and extended price.

Standard

40AC8R5	Bertha Bantam Learns a Lesson Gr. K-3 {-E-}--GiGi Audio Books c2004,2004 (Kelley, Rosett) (1) Read-along (Paperback book with Cassette)	14.99	1	14.99
464F0D6	G. I. Joe Ernie Pyle: A Front Line Portrait of a True American Hero Gr. 3-6 {900}--White Star, c2005 (***) (1) Digital Video Disc (DVD) Nonfiction(70 min.) Celebrates the life of the nation's most beloved war correspondent. Through dramatic, re-enactments, still photos, and Pyle's own moving words, a common thread of reality is woven into the fabric of the everyday man's perspective.	14.99	1	14.99
4A5E4Q9	The Legend of Sleepy Hollow Gr. 3-6 {813}--GiGi Audio Books c2004,2004 (***) (1) Audio Compact Disc - Spoken Word	12.99	1	12.99

Includes FLR#, title, grade level, Dewey classification, producer, date, author/performer (if available), review source code(s), format, running time, special designations, unit price, quantity, extended price, and annotation.

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:

- Title (T)
- Dewey/Title (D)

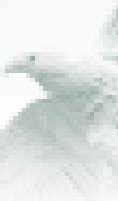
Processing and Cataloging Options

- 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.

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



Standard A/V Processing Packages

1. **Do-It-Yourself A/V Automation Package (materials not attached)**69¢ per A/V item
Electronic catalog record, unattached spine and cover labels, unattached bar code label and protector.
If you choose this option, please verify your automation, processing, and cataloging specifications on file at Follett.
2. **Do-It-Yourself A/V Catalog Card Kit (materials not attached)**69¢ per A/V item
Catalog card set, unattached spine and cover labels.
If you choose this option, please verify your cataloging specifications on file at Follett.
3. **Full A/V Automation Cataloging & Processing (materials attached)**\$2.19 per A/V item
Protective case or cover, electronic catalog record, spine and cover labels, bar code label and protector.
If you choose this option, please verify your automation, processing, and cataloging specifications on file at Follett.
 Free Mylar on books with dust jackets as applicable. No Mylar

Only Package #3 includes the following protective case(s) or cover(s):

- | | |
|-------------------------------------------------|-----------------------------------------|
| Compact discs (CDs) – crystal jewel case | Read-alongs – vinyl plastic hanging bag |
| Digital video discs (DVDs) – crystal jewel case | Cassette titles – Norelco plastic case |
| VHS cassette titles – durable hard plastic case | |
-

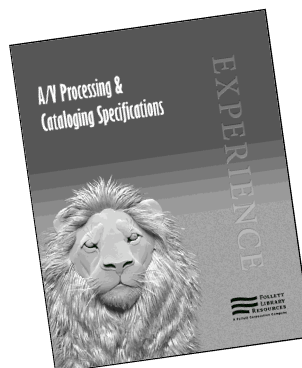
Standard Individual Items for A/V

4. **Bar code label with protector (not attached)**11¢ per A/V item
 5. **Spine & cover labels (not attached)**11¢ per A/V item
 6. **Shelflist card**11¢ per A/V item
 7. **Date due slip (not attached)**11¢ per A/V item
 Date due slip (attached – only available with package #3)11¢ per A/V item
 8. **Borrower's card**11¢ per A/V item
 9. **Pocket (self-adhesive) (not attached)**34¢ per A/V item
 Pocket (self-adhesive) (attached – only available with package #3)34¢ per A/V item
 10. **Theft detection (attached – only available with package #3)**59¢ per A/V item
 11. **Electronic catalog record**69¢ per A/V item
 12. **Catalog card set**79¢ per A/V item
 13. **Kapco Easy Covers on paperbacks as applicable**\$2.49 per book
(attached – only available with package #3)
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