



1 CUSTOMER INFORMATION

Customer Number (see mailing label) _____

Order Number (if known) _____

Name (please print) _____

Title _____ Dept. _____

Organization _____

Street (No P.O. Boxes) _____ Mail Code _____

City _____ State _____ Zip _____

Daytime Phone (____) _____ - _____ FAX (____) _____ - _____

E-mail _____

Check here if you DO NOT want to receive e-mail promotions and offers.

2 INDICATE THE BOOK POCKET ORDERED (2 box minimum):

Product Number	Quantity

3 IS THIS AN EXACT RE-ORDER?

YES - PLACE ITEM IN YOUR SHOPPING CART AND TYPE "RE-ORDER" IN THE COMMENTS SECTION

NO - PLEASE COMPLETE FORM

4 BLACK & WHITE ARTWORK INCLUDED? (Artwork is printed in 100% BLACK INK ONLY, no colors or shades of gray.)

YES NO

DO NOT FAX OR SEND COPIES OF ARTWORK. E-mail a high-resolution digital file to "custom@thelibrarystore.com" or mail a high-quality printed version to the address below. An additional \$50 charge will be applied if your artwork requires modification by our graphics department.

5 IMPRINT INFORMATION:

6 SPECIFY WHICH RULES, IF ANY, WILL BE INCLUDED:

- School (see below)
- Library (see below)
- Custom (fill in below)
- None

School Rules:

1. All pupils in the school are entitled to use the library and to check out materials.
2. Reference materials such as encyclopedias and dictionaries are to be used in the library only.
3. A fine is charged for each day an item is overdue.
4. All damage to material beyond reasonable wear and all losses shall be paid for.
5. No material may be taken from the library without being checked out.

Library Rules:

1. Most items may be checked out for two weeks and renewed for the same period. Additional restrictions may apply to high-demand items.
2. A fine is charged for each day material is not returned according to the above rule. No material will be issued to any person incurring such a fine until it has been paid.
3. All damage to material beyond reasonable wear and all losses shall be paid for.
4. Each borrower is responsible for all items checked out on his/her library card and for all fines accruing on the same.

Custom Rules:

1. _____
2. _____
3. _____
4. _____

Please allow 2-3 weeks for delivery.

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