

## TEXTBOOK BARCODE ORDER FORM

Please complete this 2-page form in its entirety. **Attach this completed form to your purchase order or check and mail to the address shown at the bottom of page two, or fax both to the appropriate number at the bottom of page two.** It is important to include business and alternate telephone numbers in case we have questions about your order. Please be advised that delays in your order may occur if we cannot contact you. Actual shipping charges will be added to your invoice. Please add \$5.00 or 4% (whichever is greater) for shipping and handling for USA locations only. All other customers will be notified of shipping charges. Please allow 3-4 business days to process your order PLUS additional barcode production days listed on page two.

### **BILL TO**

School / District Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Alternate Contact \_\_\_\_\_

Business Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

Your PO # \_\_\_\_\_

**SHIP TO**       check here if shipping to same address/contact person as billing

School / District Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Please re-check the information you have provided on this form to verify accuracy. Fill out this form completely. Do not leave any fields blank. By signing this, I understand that my order will be processed based on the information provided on this form. If any fields are left blank, my order may be delayed. If I request changes after this form has been submitted, or after my order has been processed, I understand that these changes may incur additional charges.

\_\_\_\_\_ Signature (required)

**Please attach this order form to your purchase order and send it to:**

Follett Educational Services Inc, -- Attention: Barcodes  
1433 Internationale Parkway  
Woodridge, IL 60517

Or fax to 800-638-4424 (outside of the United States and Canada fax to 630/972-5700)

Check our website for more information about barcodes!  
[www.fes.follett.com/follett\\_specialty\\_products/textbookManagementServices.cfm](http://www.fes.follett.com/follett_specialty_products/textbookManagementServices.cfm)

