



THE STRONGEST BOOKS YOU CAN BUY



Collection Development Service Request Form*

*Perma-Bound also provides an Opening Day Library Collection Service. For a FREE consultation, call 1-877-531-0928.

This form may be faxed toll free to our Collection Development Department at 1-877-277-0748.

Date of Request _____

Customer Name: Mr./Ms./Mrs. _____

School/Library _____

Address _____

City/State/ZIP _____

Telephone _____ Fax _____

Email _____

The types of material needed are: (Please indicate if high/low materials are desired.)
(Note: E is Easy, F is Fiction, NF is Nonfiction)

Subject(s)	E / F / NF	Grade(s)	Reading levels
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Formats to include (circle): Books Audio Cassettes Compact Discs Videos DVDs

Languages to include (circle): English Spanish Other _____

Student population includes: (Check as many as apply or give percentages if significant.)

_____ African-American _____ Asian _____ Other
_____ Hispanic _____ Native American

Estimated Budget \$ _____

_____/_____/____ Actual date needed

Please allow a minimum of 2 weeks for your request to be processed.

Preferred Delivery Method

- 1) ground
- 2) fax (Less than 10 pages can be faxed if necessary to meet deadline)
- 3) email
 - pdf
 - Excel
- 4) Upload to my perma-bound.com user ID for viewing on the web.
My user ID is _____

Customer's local Perma-Bound Representative (if known) _____