



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) \_\_\_\_\_