• CARD KITS
• PROCESSING
• BAR CODING

This form MUST accompany your purchase order in order to receive any bar coding services.

Consultant CHERYL SIMON
ID# W0480
Telephone (866) 508-2483

Cheryl Simon, ID# W0480
EDC Educational Services
761 Ledge Road
Macedonia, OH 44056
Toll-free 1-866-508-2483
FAX# (330) 908-0837

SCHEDULE OF DELIVERY FOR PROCESSED ITEMS

All processing is shipped under separate cover; delivery within 2-4 weeks.

PROCESSED BOOKS ARE NOT RETURNABLE IF PROCESSED ACCORDING TO YOUR INSTRUCTIONS UNLESS DEFECTIVE OR DAMAGED IN SHIPMENT

SCHOOL NAME (for bar code labels and/or book pocket labels (to 30 letters and spaces)

CATALOG CARD KITS

Kits and Processing are not available for videos or CD's.

Please send me quantity required:

- ☐ Ship only one kit per title (applicable if multiple copies of title are purchased)
- ☐ **Catalog card kits** (1 main entry, 2 shelf lists, subject cards, added entries, date due card, tamper-proof spine label, title card and pocket label, peel and stick book pocket) 99¢ ea. $_____
- ☐ **Shelf ready processing - Full processing** Add $1.25 per title for card kits. _____# bks x 1.25 **(labor charge only)** $_____
- ☐ **Catalog cards only** (1 main entry, 2 shelf lists, subject cards, title card, added entries) 75¢ ea. $_____
- ☐ **Main entry cards** 15¢ ea. $_____
- ☐ **Shelf list cards** 15¢ ea. $_____
- ☐ **Spine labels only** 10¢ ea. $_____
- ☐ **Spine labels** attached with protector 40¢ each $_____
- ☐ **Transparent spine label and/or bar code label protectors** 10¢ ea. $_____
- ☐ **Book Pockets** 20¢ ea. $_____
- ☐ **Label set** (Spine label & Pocket label) 25¢ ea. $_____
- ☐ **Date Due Slips** 20¢ ea. $_____
- ☐ **Date Due Card** 20¢ ea. $_____
- ☐ **Data disk** (minimum setup fee) = **$15** $_____
  Please add 15¢ per record. $_____

When ordering a disk, the librarian could want another set of barcode labels:

- ☐ **Bar code label** unattached = 10¢ each $_____
- ☐ **Bar code label** attached with protector = 40¢ each** $_____

Extra bar code labels per book _____ at 10¢ each. $_____

TOTAL PROCESSING CHARGES $_____

SHIPPING & HANDLING – 8% $_____

UPS Shipping $4.00 minimum

TOTAL $_____

BAR CODING AND DATA DISKETTES

WHAT SOFTWARE SYSTEM ARE YOU USING? _____ **Version** _____

- ☐ ALEXANDRIA
- ☐ DYNIX
- ☐ MOLLI
- ☐ FOLLET (CIRC PLUS) Please note up-date
- ☐ WINNEBAGO
- ☐ OTHER _____

Phone # of this software system (_____) _____

(Records are usable by any system capable of transferring MicroLIF or USMARC records from 5-1/4" or 3-1/2" double density disks)

Type of computer? ☐ IBM or IBM Compatible ☐ Macintosh
What size disk? ☐ 5-1/4" ☐ 3-1/2" ☐ CD-Rom
What data format? ☐ 87 MicroLIF ☐ 91 USMARC (852) ☐ USMARC (949 holdings field)
What disk density? ☐ HD high density ☐ DD double density

BAR CODE LABEL INFORMATION

Starting bar code number

_____

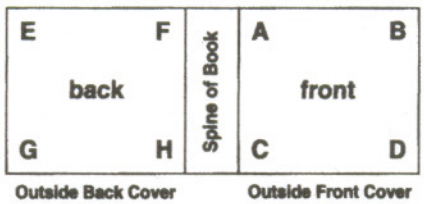
Bar Code Label Symbology:

☐ 3 of 9 ☐ 2 of 5 ☐ Codabar ☐ 3 of 9MOD10 ☐ 3 of 9 MOD43

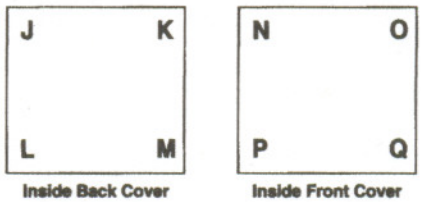
BAR CODING & DATA DISKETTES SHELF READY PROCESSING

BAR CODE LABEL LOCATION

***If bar code labels are to be attached, indicate desired position(s) of bar code label(s) by circling appropriate letter(s) below.*



Outside Back Cover — Outside Front Cover



Inside Back Cover — Inside Front Cover

Clear bar code label protectors to be applied to all attached bar code labels? ☐ Yes ☐ No

Please specify position of bar code label:

- ☐ Horizontally (perpendicular to spine of book)
- ☐ Vertically (parallel to spine of book, reading up)
- ☐ Vertically (parallel to spine of book, reading down)

CATALOG CARD KITS SHELF READY PROCESSING

SPINE LABEL LOCATION

- ☐ 1 inch from bottom of spine
- ☐ Other _____

BOOK POCKET LOCATION

If card kit is to be attached, please indicate location:

- ☐ Inside front cover
- ☐ Inside back cover
- ☐ Front flyleaf
- ☐ Back flyleaf

If no position is checked, we will place pocket on back flyleaf.

For Office Use Only

Field 185
YES NO

SHIP TO:

School or Library _____

_____

Contact Person _____

Address _____

City _____

State _____ Zip _____

Telephone (_____) _____