

Reading Program Service Label Order Form

Date: _____

To place an order for Reading Program Service labels, complete this form. Include business and alternate telephone numbers, in case additional information is needed.

Bill To:

District or Institution Name:	
Customer Number:	Purchase Order Number:
Contact Name:	Alternate Contact:
Email Address:	Alternate Email:
Phone Number:	Alternate Phone Number:
Billing Address:	
City:	
State:	Zip Code:
<input type="checkbox"/> This is a new address.	<input type="checkbox"/> This is a new contact name.

Ship Order To: Same as billing address.

District or Institution Name:	
Attention:	Customer Number:
Installation Site Name (if different):	
Shipping Address:	
City:	
State:	Zip Code:
<input type="checkbox"/> This is a new address.	<input type="checkbox"/> This is a new attention name.

Which Reading Program Services are you subscribed to? Check all that apply.

- Accelerated Reader (Renaissance)
- Reading Counts!
- Lexile
- Fountas & Pinnell (F&P)

Reading Program Service Label Order Form

Important: Some diacritic characters may appear correctly on your screen, but may print incorrectly on a label.

Select from the following labels:

- Accelerated Reader (Renaissance) (US/CAN \$99 per set)
- Spine labels (1" x 1")
 Book labels (2.5" x 1")
- Include AR interest level?
 Include Lexile measure?

Important: If both interest level and Lexile measure are requested, book labels must be ordered. The information does not fit on spine labels.

Note: If Lexile measure is included, the information added is determined by the title record. If Accelerated Reader or Lexile information is missing, it will not be printed.

- Reading Counts! (US/CAN \$99 per set)
- Spine labels (1" x 1")
 Book labels (2.5" x 1")
- Include Lexile measure?

Note: If Lexile measure is included, the information added is determined by the title record. If Reading Counts! or Lexile information is missing, it will not be printed.

- Lexile (US/CAN \$99 per set) - Spine labels only (1" x 1")
- Fountas & Pinnell (F&P) (US/CAN \$99 per set) - Spine labels only (1" x 1")

Note: Labels are printed using F&P information from both the service and existing MARC records. This might result in multiple labels with differing F&P levels.

Provide the following counts:

Total number of copies in your collection:	
Estimated number of Accelerated Reader titles in your collection:	
Estimated number of Reading Counts! titles in your collection:	
Date of last Reading Program Service update:	

Important: Failure to update Reading Program Services before submitting data to Follett may result in erroneous labels and additional costs to reprint labels with correct information. For help, contact tech support.

Instructions for Reading Program Service Label Order Form

1. Fill out the order form.
2. Send your purchase order to Follett by:

Mail	Fax	Email
Follett School Solutions Attention: Order Fulfillment 1340 Ridgeview Drive McHenry, IL 60050-7048	<ul style="list-style-type: none">• 800.852.5458 (United States, Canada, and Bermuda)• 815.759.9831 (International)	FSSOrders@folletlearning.com

3. Upload the following files to Data Services:
 - This reading program label order form (pages 1 and 2)
 - Export file of MARC data in MARC 21/852 holdings format

To upload files to Follett School Solutions:

Follett lets you transfer data one file at a time. You can compress multiple files by using a file compression utility, like WinZIP®. Compressing data reduces the time required for the data transfer. See more information on [preparing your data for Follett](#).

1. Log in to the [Follett Customer Portal](#).
2. Select **Data Transfer > Transfer data to Data Services**.
3. Fill in the required information.
4. Select the files to be transferred.
5. Read the statement of authorization, and then click **I Agree**.
6. Click **Transfer Data**.

Notes:

- Closing the browser stops the file transfer. Follett will not receive your data.
- A network firewall may prevent data submission.

When the transfer is complete, a confirmation page appears, and a confirmation email is sent to the address associated with your Customer Portal Account.

You will receive your labels in approximately three to four weeks.

For technical assistance:

- Call 800.323.3397 ext. 2
- Email techsupport@folletlearning.com