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 this page, or fax both to the appropriate number at the bottom of this page.** 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 10.0% (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 School Solutions, Inc. -- Attention: Barcodes
1340 Ridgeview Drive
McHenry, IL 60050-7048

Or fax to 815-759-9831

Check our website for more information about barcodes!
www.fes.follett.com/follett_specialty_products/textbookManagementServices.cfm

SECTION 1 — BARCODE STYLE

Please indicate the barcode style you are ordering.

[ ] **Laser- Printed with Protectors** (2-step process)
$78 US Dollars per 1,000 barcodes (shipped on flat sheets)
Black & White On ly — 1-2 weeks production time

[ ] **Laser- Printed Barcodes Only** (2-step process)
$39 US Dollars per 1,000 barcodes

[ ] **Protectors Only** (2-step process)
$39 US Dollars per 1,000 protectors

[ ] **Digitally - Composed** (1-step process)
$82 US Dollars per 1,000 barcodes (shipped on rolls)
Black & White (default) — 2-3 weeks production time

[ ] **Color Digitally - Composed** (1-step process)
$82 US Dollars per 1,000 barcodes (shipped on rolls)
No additional charge for name imprint line in color

Circle Choice: Blue Red Green Purple Yellow

SECTION 2 — TYPE AND NUMBER SEQUENCE

Please indicate the type, quantity ordered, and beginning number for the barcodes. (sold in quantities of 1,000 only)

PATRON:
Quantity Ordered _____
Beginning Number _____

TEXTBOOK:
Quantity Ordered _____
Beginning Number _____

SECTION 3 — SCHOOL NAME INSCRIPTION (UP TO 30 CHARACTERS)

Please print in uppercase letters EXACTLY how you want your label inscription to read. We recommend no punctuation.

SECTION 4 — BARCODE SYMBOLOGY

Select ONLY ONE barcode symbology. See samples below. Call Follett Educational Services at the phone numbers listed at the bottom of this page if further assistance is needed.

For 1-7 character barcode options, check one of the following
(typically for single sites or districts that do not share books)

[ ] Follett Classic (Generic Code 39)
Up to 7-digit barcode and starts with an 'X'

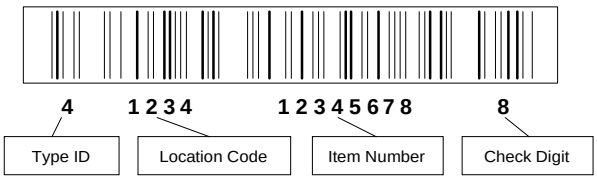
7-Digit Barcode Example
(not actual size)

For 8-14 character barcode options, check one of the following:
(typically used by districts that share textbooks between sites)

[ ] Code 3 of 9 Mod 10 (numeric)
14-digit barcode using all numbers

[ ] Code 3 of 9 Mod 43 (alphanumeric)
14-character barcode using letters and numbers

14-Digit Barcode Example *(not actual size)*



Type Indicator (1 character) _____

Location Code (4 characters representing the institution housing the textbooks) _____

Barcode Total Length with Check Digit, if applicable (8 – 14)_____(check digit randomly generated)