



# Reading Program Service Label Order Form

Order form to use for ordering labels

Today's Date: \_\_\_\_\_

**To place an order for Reading Program Service labels, please complete this form.** Please include business and alternate telephone numbers should additional information be required to complete your order. Label processing will take approximately three to four weeks, from order to delivery, for you to receive the labels.

### Bill To:

District or Institution Name:		
Customer Number:	Purchase Order Number:	
Contact Name:	Alternate Contact Name:	
Contact's Email Address:	Alternate Email Address:	
Daytime Telephone:	Alternate Telephone:	
Fax:		
Address:		
City:	State:	ZIP/Postal Code:
<input type="checkbox"/> Check here if this is a new address	<input type="checkbox"/> Check here if this is a new contact name	

### Ship Order To: Use the same as **Bill To:**

District or Institution Name:		
Attention:	Customer Number:	
Installation Site Name (if Different from Ship To:)		
Address:		
City:	State:	ZIP/Postal Code:
<input type="checkbox"/> Check here if this is a new address	<input type="checkbox"/> Check here if this is a new contact name	

**Please attach this order form to your purchase order and send to...**

Follett School Solutions, Inc.  
Attention: Order Fulfillment  
1391 Corporate Drive  
McHenry, IL 60050-7041

Fax to 800.852.5458 (outside the US, Canada and Bermuda fax to +1 815.759.9831)



**IMPORTANT:** Subscribers to Reading Program Services **MUST process** the Reading Program Service update to populate the reading program information into your data **BEFORE** transmitting it to Follett for printing labels. Failure to process services before submitting data to Follett may result in erroneous labels and additional costs for reprinting labels with correct information.

**Please select from the following:**

**Accelerated Reader™** Labels (US/CAN \$99 per site)

Select Options:

Spine Labels (1" x 1")    or     Book Labels (2.5" x 1")

Include the Accelerated Reader interest level on the Labels?

Yes     No

Include the Lexile® measure on the Labels?

Yes     No

**Important Information:** If both interest levels and Lexile measures are requested, book labels must be ordered. The information does not fit on the small spine labels

\* If the option to include the Lexile measure is selected, the label will include both Accelerated Reader information and the Lexile measure if both types of reading program information are present in the title record. If only Accelerated Reader information is present, the label will include only AR information. If only the Lexile measure is present, the label will include only the Lexile measure.

**Reading Counts!®** Labels (US/CAN \$99 per site)

Select Options:

Spine Labels (1" x 1")    or     Book Labels (2.5" x 1")

Include the Lexile measure on the Labels?

Yes     No

\* If the option to include the Lexile measure is selected, the label will include both Reading Counts! information and the Lexile measure if both types of reading program information are present in the title record. If only Reading Counts! information is present, the label will include only RC information. If only the Lexile measure is present, the label will include only the Lexile measure.

**Lexile** Labels (US/CAN \$99 per site) ) – Spine Labels Only (1" x 1")

**Fountas & Pinnell (F&P)** Labels (US/CAN \$99 per site) ) – Spine Labels Only (1" x 1")

Select Options:

- Skip F&P in existing MARC records – Print labels using F&P information from service only.
- Skip F&P from Service – Print labels using F&P information from existing MARC record only.
- Both – Print labels using F&P information from both service and existing MARC record (this option may result in multiple labels with differing F&P levels).

**PLEASE NOTE:** Fountas & Pinnell IS ONLY AVAILABLE ON DESTINY 10.0 OR GREATER

\* Due to the technologies involved with data encoding and the translation of encoded values into character sets for display or fonts for printing, it is possible some diacritic characters that appear correctly on your computer display will appear differently or incorrectly on a printed label. If your data contains a large number of diacritic characters, please take this into consideration when ordering labels that would contain fields with diacritic characters.

**Please provide the following Technical Information:**

Library Software:     Destiny® Library Manager™     Athena     Circulation Plus/Catalog Plus     InfoCentre  
Library Software Version: \_\_\_\_\_



## Please complete the following information:

Indicate Bibliographic Data you are Submitting:

- Export file of my MARC data in MARC 21/852 holdings format
- I use Accelerated Reader Enterprise (Renaissance Place)
- I use Reading Counts! Enterprise
- I'm not an Enterprise user

## Please provide the following counts for your collection

Total Number of Copies in your Collection: \_\_\_\_\_

Number of AR/RC! Titles in your Collection: \_\_\_\_\_

Number of AR/RC! Quizzes you have, if not an Enterprise user: \_\_\_\_\_

Number of Fountas & Pinnell Titles in your Collection: \_\_\_\_\_

Number of Lexile Titles in your Collection: \_\_\_\_\_

Date of Last Reading Program Service Update for the Data Submitted: \_\_\_\_\_

## Uploading Your Export to Follett Digital Content:

To prepare your data for upload, we strongly recommend compressing your data file(s) using a file compression utility like WinZIP® or Stuffit®. For instructions on how to prepare your data for transfer, please review the Preparing Files for Follett document available at the following link:

[follettsoftware.com/preparing-files-for-follett](http://follettsoftware.com/preparing-files-for-follett)

1. Using a web browser, login to the Follett Customer Portal. The following link will bring you to the Follett Customer Portal login page: [follettsoftware.com/login](http://follettsoftware.com/login)
2. Upon login to the Customer Portal select the **Data Transfer** link from the top of the screen, and then select the **Transfer data to Data Services** link.
3. Fill in the form with the required information. Use the browse button to locate and select the file to be transferred.
4. Click on the **Transfer Data** button.

If you require a more detailed instruction of this process, please go to the following link:  
[follettsoftware.com/datatransfer](http://follettsoftware.com/datatransfer)

Welcome FOLLETT CUSTOMER | Logout

Return to main site

My Account Support Professional Learning Downloads Data Transfer

Pickup for FSC

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Search your school library collection  
Anytime, Anywhere  
Get info today

Destiny 11.5 is here  
Learn about the new functionality and features.  
Discover from today

New Blog Post  
Destiny as a One-Stop Shop Part 2  
Learn more

Are you collaborating globally?  
Share your story

### Data Transfer

You are in the Follett Software Customer Data Transmission area. This area is to be used to electronically transfer data to Follett Software Company. This transfer method utilizes a secure and encrypted method of transfer. Click here to review our Customer Data Privacy Advisory Statement.

To transfer data using this web page, you must be using a browser that supports JavaScript.

Please click on the link below to direct your data transfer to the desired department.

- **Transfer data to Data Services**  
Follett Software Company offers many data related services to enhance and improve your data. Click the link above to securely transfer your electronic data to our Data Services Department to provide the data services you have purchased.
- **Transfer data to Technical Support**  
Follett Software Company strives to provide solutions to your technical and functional questions. Click the link above to securely transfer your electronic data to our Technical support Department to provide the support that has been

For technical assistance please dial **877.899.8550**, or send an email to [techsupport@follett.com](mailto:techsupport@follett.com)