**Please use the latest version of Adobe Reader to fill in this form**

# USIMAC Order Form 2018/2019 SCHOOL YEAR

| USIMAC USE ONLY | (Rev. 9/26/18) |
|---|---|
| Order Received: | |
| Order Processed: | |

| 742 Harrison Blvd., Ogden, UT 84404 | Customer Service: 801-629-4706 / 801-629-4783 | Email: usimacorders@usdb.org | Website: www.usimac.org |

**REQUIRED:** All fields marked with an *asterisk are required, your order will be returned to you if these fields are left empty.

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|---|---|---|---|---|---|
| *Student Name: | | Student School ID#: | | *Date of Birth: | |
| *School District / LEA: | | *School Name: | | *Type of Disability: | ..... |
| School Address: | | City, State: | | Zip Code: | |
| *Ordering Contact Name: | | Position: | | *E-Mail: | |
| Contact Address: | | City, State: | | Zip Code: | |
| *Office Phone #: | | *Summer Phone #: | | *Current Chaffee submitted: | ..... |
| Alternate Contact: | | Office Phone #: | | E-Mail: | |
| *Special Ed Director: | | *Office Phone #: | | *E-Mail: | |
| *Delivery Method: | ..... | *Primary Reading Format: | ..... | Secondary Reading Format: | ..... |
| Notes: | | | | | |

**OUR EMAIL HAS RECENTLY CHANGED: As of 3/2/18 going forward please send all emails to usimacorders@usdb.org**

When completed, you can share your file using Google Drive or as an encrypted e-mail, and send to: usimacorders@usdb.org

**CLICK HERE for Instructions on how to either encrypt using Adobe or send via using Google Drive (Other methods not listed are acceptable as well)**

(USIMAC will immediately send an automated email confirmation to the ordering patron. If you don't receive this confirmation, please contact customer service)

**CLICK HERE for a description of available FORMATS & acronyms**

## New Orders Only
**(we no longer renew Textbooks)**

**REQUIRED FOR BRAILLE :** A Detailed Pacing Guide for Text Books and Worksheets (including chapters, sections or units) the Pacing Guide should include dates needed on weekly, bi-weekly or monthly basis depending on class and teacher.

| * ISBN 13 Digit (no dashes) | Copyright Year YYYY | * Title (as it appears on the material) | Author | Publisher | * Grade of material | * Format | * Media Type | Class Begins mm/dd/yy | Rebind and Return? | USIMAC Use Only | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | Source | IMD | PdO | SO |
| IF A BOOK IS NEEDED IN MULTIPLE FORMATS, PLEASE USE A SEPARATE LINE FOR EACH FORMAT REQUESTED | | | | | ..... | ..... | ..... | | ..... | | | | |
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