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

USIMAC Order Form 2019/2020 School Year

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

USIMAC USE ONLY	(Rev. 4/15/19)
Order Received:	
Order Processed:	
MOU signed	

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

*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 #:		*Chaffee submitted (required yearly):	.....
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/SO	Pacing Guide	HC Rcvd
IF A BOOK IS NEEDED IN MULTIPLE FORMATS, PLEASE USE A SEPARATE LINE FOR EACH FORMAT REQUESTED					.....	.....	.....		.....				
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