*Please note Hard Copies are kept for the entire school year unless you make a special request via email to usimacorders@usdb.org. Otherwise they will be returned by the end of May after each ordering year.

*Each hard copy submitted must have its own uniquely created tag, please see Instructions, how to download & print a Hard Copy Tag using USIMAC Production Portal (UPP).

For mailing in print hard copies to USIMAC please attach the following label every time.

Utah Schools for the Deaf and the Blind / USIMAC

Mandy Kay/Amy Young

Hard Copy Submissions Dept.

742 Harrison Blvd.

Ogden UT 84404

When shipping any <u>USIMAC textbooks</u>, and <u>hard copies</u> please attach this label in place of any postal stamp. All postal items shipped with this attached are free of cost to you.

You must place the words "FREE MATTER FOR THE BLIND OR HANDICAPPED" in the upper right corner of the address side of the envelope or parcel where the postage would normally be placed. The words may be printed, rubber stamped, or handwritten.

FREE MATTER FOR THE

BLIND OR HANDICAPPED

For mailing in textbook returns to USIMAC please attach the following label every time.

Utah Schools for the Deaf and the Blind /USIMAC

Jody Nelson/ Shipping Department

742 Harrison Blvd.

Ogden UT 844404