

**School & Library Information Sheet:** \_\_\_\_\_

Professional \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Paraprofessionals/Aids: \_\_\_\_\_

Miles to School: \_\_\_\_\_

Directions:

Personal information:

Book interests and preferences:

Contact History (phone messages, letters, & emails):

Meetings: (Dates & Results)

Purchasing Procedures:

Notes or Referrals :

Date ordered	Amount	Purchases:	Types of books ordered
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