

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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