



Materials Library Order Form - Flu Materials (for External Customers)

Educational Materials Library (EML) • Customer Service: (803) 898-3803

Submit completed form: Email: oneillt@dhec.sc.gov • Fax: (803) 898-3476

Mail: Educational Materials Library, 2600 Bull Street, Columbia, SC 29201

Section A: EML Use ONLY

Date received: _____ Date processed: _____

Type: _____ Category: _____ Intended Use: _____

Section B: Requestor Information (You MUST complete EVERY item.)

Requestor #: _____

Today's Date: _____

Date Needed: _____

When your order is filled (select **one**): Call for pick-up Ship materials

Requestor's Name: _____ Phone: _____

Organization: _____

Occupation: _____

Mailing Address (Street addresses ONLY; **NO** P.O. Boxes): _____

Street and Apartment or Suite Number

City

State

Zip

County: _____ Intended Use: _____

Section C: Materials Requested

ML#	Publication's Title	Format	Language	Quantity:	Status:*
General					
ML-025340	Cover Your Cough	Flier	English		
Kids					
ML-000095	Wash Hands	Bookmark	English/Spanish		
ML-025385	Achoo says, Remember...The Flu Can Make You Sick	Poster	English		
ML-025386	Achoo says, Remember...The Flu Can Make You Sick	Flier	English/Spanish		
ML-025387	Achoo says, Remember...The Flu Can Make You Sick	Poster	Spanish		
ML-025435	Wash Hands	DVD	English		
ML-025511	Protect Your Pre-Teen/Teen with Vaccines	Flier	English		
ML-025512	Protect Your Pre-Teen/Teen with Vaccines	Flier	Spanish		
ML-025532	The Flu Can Make You Sick	Bookmark	English		
ML-025533	Reasons to Get the Flu Shot	Poster	English		
Seniors					
ML-025528	Reasons to Get the Flu Shot	Brochure	English		
ML-025529	Reasons to Get the Flu Shot	Poster	English		
ML-025530	Reasons to Get the Flu Shot	Bookmark	English		
ML-025531	Pneumonia Can Be Prevented	Brochure insert	English		

Status:* Completed by Supply staff only. Status Codes: 4=quantity filled; NA=Not Available; DEL=Deleted Title.

Section D: EML Use ONLY

Date
Received

Notes: _____

Date
Shipped