



**Materials Library Order Form**  
 Educational Resources Center (ERC)  
 Customer Service: (803) 898-3803 ~ Fax: (803) 898-3476

**Section A: ERC Office Use ONLY**

Date  
Received

Type: \_\_\_\_\_

Date  
Processed

Category: \_\_\_\_\_

Intended Use: \_\_\_\_\_

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

Requestor #: \_\_\_\_\_ (If unknown, the Materials Library will use #16020)

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:	Quantity:	Status:*
025164	Quit for Keeps <b>Card</b> (English/Spanish) (100 per pack)	_____	_____
025165	Quit for Keeps <b>Poster</b> (English) (singles)	_____	_____
025289	Quit for Keeps <b>Sticker</b> (500 stickers per roll) <i>(Stickers are great for health fairs or other health events)</i>	_____	_____
025292	Quit for Keeps <b>Mock Rx Pad</b> (English/Spanish) (50 sheets per pad)	_____	_____
025417	Quit Smoking " <b>For You and Your Baby</b> " (English/tri-fold brochure)	_____	_____
Instructions:	Please fax this form to (803) 898-3476	_____	_____
	DHEC Materials Library, Columbia, SC	_____	_____
	Please allow 3-5 business days for shipping.	_____	_____

Status:\* is filled in by the Supply staff. Status Codes: 4=quantity filled; NA=Not Available; DEL=Deleted Title.

**Section D: Supply Use ONLY**

Date  
Received

Notes: \_\_\_\_\_

Date  
Shipped

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_