Materials Library Order Form
Educational Materials Library (EML)
Customer Service: (803) 898-3539 Fax: (803) 898-3476
Order online at: http://www.scdhec.gov/agency/eml/

Section A: EML Office Use ONLY

Type: ___________________________
Category: _______________________
Intended Use: ____________________

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

Requestor #: ______________________ (if unknown or unassigned, EML will use #16020)

Today’s Date: _____________________ Date Needed: _______________________

Instructions for filling order (select ONE):
 Call for pick-up
 Ship materials

Requestor’s Name: ________________________________ Phone: (_____) ________________

Organization: ______________________________________________________________________________________________________

Occupation/Title: _______________________________________________ __________________________

Mailing Address (Street addresses ONLY; NO P.O. Boxes):
Street and Apartment or Suite Number ________________________________________________
City __________________________________ State ______ Zip ________________

County: ________________________ Intended Use: ________________________________

Section C: Material Requested

ML#: SC Tobacco Quitline Publication’s Title: Quantity: Status:*

025164 Quit for Keeps CARD (Engl/Span) (100/pack ì order by total #) ____________ ____________

025165 Quit for Keeps POSTER (Engl) (singles ì order by total #) ____________ ____________

025289 Quit for Keeps STICKER (500/roll ì order by # of rolls) ____________ ____________

025292 Quit for Keeps Mock Rx Pad (Engl/Span) (50/pad ì order by # of pads) ____________ ____________

025417 Quit Smoking For You and Your Baby (Engl/tri-fold color brochure) ____________ ____________

INSTRUCTIONS: Please fax this form to (803) 898-3476
DHEC Educational Materials Library, Columbia, SC
Please allow 3-5 business days for shipping
Cannot ship to Post Office Boxes

*Status: is filled by the Supply staff. Status Codes: 4=Quantity Filled; NA=Not Available; DEL=Deleted/Discontinued Item

Section D: Supply Use ONLY

Date Received: ___________________________ Notes: ___________________________
Date Shipped: ___________________________