



**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**

Date  
Received

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

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

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

Date  
Processed

**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:*
<u>025164</u>	<u>Quit for Keeps <b>CARD</b> (Engl/Span) (100/pack . order by total #)</u>	_____	_____
<u>025165</u>	<u>Quit for Keeps <b>POSTER</b> (Engl) (singles . order by total #)</u>	_____	_____
<u>025289</u>	<u>Quit for Keeps <b>STICKER</b> (500/roll . order by # of rolls)</u>	_____	_____
<u>025292</u>	<u>Quit for Keeps <b>Mock Rx Pad</b> (Engl/Span) (50/pad . order by # of pads)</u>	_____	_____
<u>025417</u>	<u>Quit Smoking <b>For You and Your Baby</b> (Engl/tri-fold color brochure)</u>	_____	_____
_____	_____	_____	_____

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