

## Book/Video Order Form Instructions

<b>Name:</b>	Use the drop down arrow to choose your name.
<b>Purpose/Training:</b>	Indicate the purpose of purchasing this item or what training is will be used for. (example: Reference)
<b>Give/Mail to:</b>	If the item is going to be given to someone other than the person ordering it, please indicate who it should go to. If it needs to be mailed provide their address.
<b>Needed by:</b>	The date the item is needed.
<b>Type</b>	Indicate whether it is a book or a video by clicking on the appropriate box
<b>Title:</b>	Give the title of the book/video
<b>Author:</b>	Give the author if appropriate
<b>Publisher:</b>	Give the publisher if appropriate
<b>I have a paper order form</b>	If you have a paper order form click on the box
<b>Website to order from</b>	Copy (Ctrl C) and paste (Ctrl V) or type the website where the item can be ordered from.
<b>Additional Information</b>	Any additional information that will assist in ordering the item.