



Directions for ordering print materials:

1. Library orders materials (print only) in the following areas:
  - Early Literacy/Parenting
  - Workforce Development
  - Non-English Language/ESL
  - Reference- CORE, Legal, Ready
  - Children's/Teen
  - Popular Fiction
2. Books shipped directly to ordering library (Ship To)
3. Tell vendor invoices for books (Bill To) should be sent to:

Califa Group  
32 West 25<sup>th</sup> Avenue, Suite 201  
San Mateo, CA 94403  
Attn: Wayne Walker

Questions should be directed to [wwalker@califa.org](mailto:wwalker@califa.org)

Phone: 650-356-2125

Fax: 650-349-5089

Upon completion of ordering, complete the following form and return to

CALIFA Books4U by **July 15, 2013**: [wwalker@califa.org](mailto:wwalker@califa.org)

Categories of materials ordered. Check all that apply.

- Early Literacy/Parenting (# books ordered) \_\_\_\_\_
- Workforce Development (# books ordered) \_\_\_\_\_
- Non-English Language/ESL (# books ordered) \_\_\_\_\_
- Reference- CORE, Legal, Ready (# books ordered) \_\_\_\_\_
- Children's/Teen (# books ordered) \_\_\_\_\_
- Popular Fiction (# books ordered) \_\_\_\_\_

Please describe in a paragraph or two why you chose the specific categories and how your community will benefit from these selections.

Library Jurisdiction: \_\_\_\_\_

Library Director (signature): \_\_\_\_\_

Contact info – name: \_\_\_\_\_

Contact info – email/phone: \_\_\_\_\_

CALIFA order tracking

Please complete and submit this form when you have finished ordering your books.  
All orders must be placed by **June 30, 2013**.

	Vendor Name	# Titles Ordered	Date Ordered	\$ Total (inc tax, S&H)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTALS				