Book Order Form
E-Mail Form To: cimcbookorders@csdb.org

Colorado Instructional Materials Center (CIMC)
1015 East High Street, Colorado Springs, CO. 80903
Phone: 719-578-2196 Fax: 719-578-2207

Date Order Submitted (due by April 1 annually for the following school year): / /
Administrative Unit:
If BOCES, name of Student's District of Attendance:

Student Name:
Grade Level of Student during the 2022-2023 school year:
Grade Level of the textbook on this order:
AU Contact: Phone:
TVI: Phone:
*I, (the person submitting this order) , have read the current CIMC UEB transition plan posted on the CIMC webpage and understand that *NOT* all materials will be delivered in UEB format. *Initial here:
*If not initialed, order will be rejected.

Book Title:
Copyright date: Publisher:
Is this a workbook? ☐YES ☐ No
For more information regarding the CIMC policy regarding workbooks please refer to our website.
*Book orders are not considered submitted **complete** until:*
1. A confirmation email from cimcbookorders@csdb.org is received.
2. The ink print is received by CIMC if requested.

ISBN(s) Numbers, include hyphen:
13 DIGIT :
10 DIGIT :
Sometimes a book has been printed by multiple publishing houses. They will have the same content but with different ISBN numbers. ISBN numbers are also different when one publisher produces one title in paperback vs. hardcover.
If the ISBN you are requesting is not available, is an alternate ISBN number or copyright date acceptable? ☐ Yes ☐ No

Media:
☐Braille: English Braille American Edition (EBAE) format or Unified English Braille (UEB) format, whichever is available
☐Braille: EBAE format only
☐Braille: UEB format only **(By checking this box the Administrative Unit is aware that if the CIMC cannot acquire this format the Administrative Unit will be responsible for producing the book),** for more information regarding UEB implementation please refer to our website.
☐If this is a UEB MATH request check here and contact the CIMC immediately before sourcing begins.
Multiple vendors are available to produce UEB with Nemeth. Very few vendors are available to produce UEB Math. It is important you contact the CIMC before sourcing begins if this is a UEB Math request.
☐APH digital large print file (IF AVAILABLE) Not all large print titles are available as a digital file.
☐Hard Copy Large Print

School year: ☐2022-2023 ☐2023-2024 ☐other: (please specify)

For use: ☐All year ☐ 1st Semester ☐2nd Semester
Actual Date Needed**:** / /20 (Please do not write ASAP)

Additional Information from AU:

CIMC Use Only:
SOURCING RESULTS: KLAS: LOUIS: BOOKSHARE: OTHER:

VENDOR	UEB EBAE	T/G	VOLS	COST	BRL PAGES	ETA	DATE	Date Book Order Received:
								Material Request #
								Klas ID:
								PO/REQ #

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33 N. Institute Street, Colorado Springs, CO 80903,
719-578-2100, 719-578-2239 fax, 719-578-2101 tty,
www.csdb.org