

# Pamphlet Order Form

Please fill out **form** and return via, regular mail, e-mail, fax, or walk-in to:



**ADEPT** (Building #38-D)  
**405 W 5<sup>th</sup> Street, #211**  
**Santa Ana, CA 92701**  
(714) 834-4058  
(714) 667-3968 Fax



<b>Name:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Date Ordered:</b>	

<b>Staff use only</b>	
<b>Total given:</b>	
<b>Dates called:</b>	
<b>Notes:</b>	
<b>On delivery</b>	
<b>Staff initials</b>	<b>Date:</b>
<b>Client signature:</b>	

Dear clients,

The **ADEPT** pamphlet library is a free service available to Orange County community members, residents, professionals, and students. To better serve our members and assure that our supply meets the demand, we need to limit the amount of pamphlets distributed.

Each organization/individual can order a **maximum** of **10 titles** per month. You can request up to **50** copies of each title. Our ability to fill your request will depend on the stock available.

Orders are filled on a first come, first serve basis. Order forms may be submitted through regular mail, e-mail, fax, or walked in. It takes approximately **2 weeks** to fill an order. ADEPT staff will notify clients by phone when their order has been filled. After notification, you will have **2 weeks** to pick up your order. Orders not picked up within the two-week period will be sent back to stock. For future requests, please submit a new order form. (Blank forms may be copied).

It is **recommended** that you **review** the pamphlet(s) before distributing to the intended audience to assess its appropriateness.

Thank you for your cooperation and understanding. If you have any questions about this policy, please call **834-4058**.

Sincerely,

A handwritten signature in black ink, appearing to read "Marilyn Pritchard", written over a horizontal line.

Marilyn Pritchard, Program Manager  
HCA/Health Promotion/ADEPT