

PROCEDURES FOR LOAN OF ICD-HCF EDUCATION MATERIALS

Editable PDF file

1. Items may be ordered online at dorothy13@mchsi.com or by mail from the address below.
2. Make a copy of the order sheet for your files.
3. Use the form when requesting materials. Indicate the item requested with first and second choice of dates. Use numbers or letters and title for easy access. Requests will be confirmed by postcard.
4. Please return material by return date specified on the menu in the package.
5. Shipping may be UPS, US Postal Service, or whatever is most efficient.
6. The loan period is a maximum of one month. Allow 1-2 weeks for shipping.
7. Programs are available on a first come, first serve basis for **ICD-HCF members only**. No phone requests please.

Item#	Item Name	1st choice date	2nd choice date

Your Name _____ Home Phone _____

Your Address _____

Send To: Dorothy Riddle, 1112 N.E. 31st Street, Ankeny, IA 50021