



Circuit Rider Books

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800-637-3949
events@circuitriderbooks.org
www.circuitriderbooks.org

EVENT BOOK REQUEST

Leader's Name _____

Address _____

City/State/Zip _____

Telephone: preferred _____ alternate _____

E-mail _____

Title of lecture, course, or workshop you will lead: _____

General content or subject of your presentation: _____

Return this form to: ___Conference Contact ___Circuit Rider Books

By This Date: _____

You may request up to 6 items to be displayed in the bookstore.

Please indicate if any items is REQUIRED for use during the class you are teaching. Such books will be provided for every class member, however you and/or the conference will be responsible for restocking and return fees on unsold books. Please check with your conference planner for the terms of their agreement with us.

Other books will be displayed for examination/ purchase, with order forms available.

If you wish a required book to be available for pre-event reading assignments:

Please list this item as #1. Just under the arrow (in red if you are able) write "PRE-EVENT". This will alert our staff to work with your event's registrar to ship this item to all registered class participants, timed to arrive at least a week before the conference.

PRE-EVENT ITEM REQUESTS require arrival of this form in our office AT LEAST FOUR (4) WEEKS BEFORE THE DATE NOTED ABOVE!!!

OFFICE USE ONLY

Event _____
Event Dates _____
Job # _____
est. Class size _____ (30 days out)
est. Class size _____ (15 days out)
est. Class size _____ (7 days out)
Class size _____ (actual)

Pre-Event Distribution
Item ISBN _____
Qty needed: _____
VIA _____
Ship Date _____
Clerk _____

Form with 6 numbered rows for item requests. Each row includes a 'REQUIRED' checkbox, fields for Title, Author, Publisher, and Publication date/ISBN, and a vertical list of tracking fields: Searched, Vendor, Price, Terms, List Date, OrdDate, and Rec'd. Arrows point to the 'REQUIRED' checkbox and the tracking fields.