E-Mail Form To: cimcbookorders@csdb.org

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

Date Order Submitted (due by April 1 annually for the following school year): / /
KLAS ID: Administrative Unit Name:
If a BOCES, name of School District of attendance:

Student Name:
Grade Level of Student during the 2027-2028 school year:
Grade Level of the textbook on this order:
AU Contact: AU Contact Email: Phone:
TVI: TVI Email: Phone:
Complete shipping address (include name of school/building) where you want the book shipped:

Okay to ship during summer months? ☐ YES ☐ NO, hold at CIMC during summer months

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 hyphens. Please include BOTH, if possible.
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) code or Unified English Braille (UEB) code, whichever is available

☐Braille: UEB

☐Braille: UEB with NEMETH **-OR-** ☐Braille: UEB with UEB Math/Science

☐APH digital large print file (IF AVAILABLE) Not all large print titles are available as a digital file.

☐Hard Copy Large Print

School year: ☐2027-2028 ☐ 2028-2029 ☐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:**
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COLORADO Department of Education

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