



## BOOK REQUEST FORM

### Client Details

Name of Pupil: \_\_\_\_\_

Is pupil already registered with NBPC? Yes  No

School: \_\_\_\_\_

Class/Year (for which book is needed): \_\_\_\_\_

Teacher: \_\_\_\_\_

Requested by: \_\_\_\_\_

Visiting Teacher's Signature: \_\_\_\_\_

Date of placing order: \_\_\_\_\_

Name and address for queries and correspondence:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_Tel: \_\_\_\_\_

### Requirements:

#### All orders

No. of copies of each volume: \_\_\_\_\_ Date required by: \_\_\_\_\_

Large Print (Arial 24):

Special requirements (e.g. colour paper or other font size): \_\_\_\_\_

Text only on CD:

For use with which software: \_\_\_\_\_

Braille: Grade 1

Grade 2

Is this order for a maths, science or music book? Yes

No

If yes, you **must** fill out the additional form on the next page. Otherwise the order is invalid and will result in delays.

### **Braille orders for maths books:**

Does the student read:

Maths Braille Code (specific RNIB Maths Braille Primer) \_\_\_\_\_

Has the student learned to read tactile diagrams? \_\_\_\_\_

Note: all diagrams are produced on a Tiger embosser.

In the event the visiting teacher is unavailable, please provide the name and phone no. of subject teachers whom our transcribers can contact for maths diagrams questions: \_\_\_\_\_

\_\_\_\_\_

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### **Braille orders for science books:**

Does the student read:

Science Braille Code (specific RNIB Science Braille Primer) \_\_\_\_\_

In the event the visiting teacher is unavailable, please provide the name and phone no. of subject teachers whom our transcribers can contact for science questions: \_\_\_\_\_

\_\_\_\_\_

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### **Braille orders for music books:**

Does the student read:

Music Braille Code (specific RNIB Music Braille Primer) \_\_\_\_\_

In the event the visiting teacher is unavailable, please provide the name and phone no. of subject teachers whom our transcribers can contact for music questions: \_\_\_\_\_

\_\_\_\_\_

**Book Details** HL  OL  **Priority**

Title (in full): \_\_\_\_\_

Edition + year of publication: \_\_\_\_\_

(ISBN No.: if year of publication is not available) \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

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