



How To Order

1. Complete a Media Request Form (please photocopy the form as needed).
2. Mail request form to: **Children & Family Services Training Center**
University of North Dakota
P.O. Box 7090
Grand Forks, ND 58202-7090

OR fax to: 701-777-0789

OR call: 701-777-3442

OR e-mail: kathy.newman@mail.und.nodak.edu

Please schedule materials in advance. You will receive materials 2-3 days before your scheduled show date. A card will accompany your order indicating scheduled show date and return mail instructions and insurance amounts. ***Please note:*** All audiovisuals are to be returned within two working days from show date unless prior arrangements have been made with CFSTC. Books and printed materials may be checked out for 30 days (unless otherwise indicated).

How To Return

1. Please package carefully. Be sure that all parts (discussion guide, cassette tape, etc.) are included.
2. Address package to CFSTC - use the PO Box for regular mail and the UPS address if using UPS for return (see below).
3. Insure package for appropriate amount:

Videotapes - \$200 each

Slides & Filmstrips - \$100

Books and Printed Materials - \$20-50 as indicated

If the package is lost and NOT INSURED, you/your agency will be responsible for the replacement cost of the contents. Please retain your insurance receipt until you receive a card from CFSTC stating that the materials were received.

4. Return to: **Children & Family Services Training Center**
University of North Dakota
P.O. Box 7090 (UPS address: Gillette Hall, Room 10)
Grand Forks, ND 58202-7090



MEDIA REQUEST FORM

SEND TO: Children & Family Services Training Center
University of North Dakota
P.O. Box 7090
Grand Forks, ND 58202-7090

OR FAX: 701-777-0789

Requested By: Name _____
Agency _____
Mailing Address _____
Street Address (for UPS) _____
City _____ State _____ Zip _____
Telephone _____

Please send the following material:

<u>Catalog Number</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Audiovisuals:
Show Date _____ **Return Date** _____