

# Digital Subscriptions Order Form

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**FOR REFERENCE  
Your Scholastic  
Contact:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**BILLING INFORMATION**

**Billing Contact:** \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Ordering Contact:** \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Library Branch/System: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Scholastic Acct. #: \_\_\_\_\_

**BILLING METHOD**

**PO#:** \_\_\_\_\_

**Credit Card:** \_\_\_\_\_

A Scholastic Representative will contact your billing contact to securely process your credit card order.

**Bill Me:** \_\_\_\_\_

Tax Exempt ID #: \_\_\_\_\_

(Please include documentation)

**Customer Signature:** \_\_\_\_\_

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**Scholastic Product Terms and Agreement**

**Person authorized to sign Scholastic Product Terms and Agreement:** \_\_\_\_\_

License Admin. Name: \_\_\_\_\_

License Admin. Title: \_\_\_\_\_

License Admin. Email: \_\_\_\_\_

Is this person at the branch or main system level?  **Branch**  **System**

Legal Population Served: \_\_\_\_\_ Number of Branches: \_\_\_\_\_

A) The Product Terms and Agreement will be emailed within 3-5 business days, and **must be accepted** before product access is granted.

B) If this is a multi-branch order, one signature at the main level validates all libraries in the system.

2

**DIGITAL PRODUCT SELECTION**

Item #	Product Name	Population Served	List Price	Your Price	# of Libraries	Discount/Promo	Total Price

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**Start and End Dates**

**Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

• All products are for a minimum subscription term of 12 months unless otherwise specified. Please fill in your desired start and end dates.

**Quote Expires:**

Subtotal	_____
+Tax (if not exempt)	_____
<b>Total</b>	_____

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## Site Installation Information

### Library Shipping Information

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Site-Level Program Contact Name\*: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Library 1 Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Scholastic Acct. #: \_\_\_\_\_

\*Your designated site-level contact will be responsible for distributing digital product access codes to the library staff.

### Site Information:

- Single-Site Installation**  
(complete section to the left)
- Multi-Site Installation**
- For multi-site orders, please provide a separate spreadsheet with all the information in the "Library Shipping Information" for each site—including, site-level contact name and email for each site.

### Authentication Method

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Access to digital products can be set up in a number of ways. Please let us know which you'd prefer.

- IP-Based Authentication**  
Access is validated based upon the incoming IP address of the request.
- Library Card Recognition**  
Access is validated based upon a library card number that customers enter. In this case, the library card entered must match a configured library card pattern before being allowed access.
- Referring URL Authentication**  
Access is validated based upon the browser's most recently accessed URL
- Shared Credentials Validation**  
Access is validated based upon a username and password entered by the customer.

**Questions on authenticating options?**  
Our Tech Support Team is here to help: 800-724-2222, Option 5.

### Special Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Important Reminders

### Acceptance of Terms and Agreement

- Terms and Agreement must be reviewed and accepted before access is granted.
- The Terms and Agreement will be emailed to designated contact listed in item #2 within 3-5 business days of processing your order.

### Access Information Emailed

- After completion of the Terms and Agreement, your designated contact will receive an email indicating your subscription is ready from [digitalservice@scholastic.com](mailto:digitalservice@scholastic.com)



**Call:** 800-387-1437



**Fax:** 877-242-5865



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