Readings for the Blind
Request for Recording

Send a completed form with each book/set of materials needing to be recorded.
Be sure to include the $10 Recording Fee for each book/set of materials.

Title:		**Date Submitted:**	
Author:		**Copyright Date:**	
Publisher:		**ISBN Number:**	
Will it be used as a textbook? ☐ Yes ☐ No			
Client's Name:		☐ **Teacher**	☐ **Student**
If teacher, school name:		**Client's Phone Number:**	

This recording is for someone who is:	☐ Blind or Visually Impaired ☐ Learning Disabled ☐ Physically Challenged

Please choose one:	☐ I will **borrow the recording** for a three (3) month period @ $5 per book. ☐ I will **purchase the recording** ($5 per tape/CD - $30 or $50 max chg).

Will Braille labels be required on the recording?	☐ **Yes**	☐ **No**

If more than one copy of this recording is required, note number of copies:	

Start recording on page:		**Stop recording on page:**	

Skip pages or section:	

Format:

☐ Record on **CD** (limited availability)
☐ Record on **2 track tape** (standard format, can be used in any tape player; **1 7/8 speed**).
☐ Record on **4 track tape** (specialized format for the blind, requires a special player; **15/16 speed**).

Check items you want recorded:

☐	Table of Contents	☐	Footnotes as referenced
☐	Introductory Mat'l	☐	Footnotes at end of chapter
☐	Exercises	☐	Sound Index pages (single beep). Only available on cassette tapes.
☐	Graphs/Charts, etc	☐	Sound Index chapters (double beep). Only available on cassette tapes.
☐	Illustrations	☐	Glossary
☐	Appendix		
☐	Other Instructions:		

If this material is needed for a class, please indicate the date needed by: _____
We will try to finish the recording in time, but **we cannot guarantee a completion date**.

Please do not send cash through the mail.
We would appreciate your mailing a check or money order for the necessary recording fee(s).