



Date Received: _____
Date Ordered: _____
Date Delivered: _____
Date Invoiced: _____
Internal Use Only

Once form is complete, please email this form to [zipbooks@buenaparklibrary.org](mailto:zipbooks@buenaparklibrary.org).

Name: \_\_\_\_\_

Library Card Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

County: Orange State: CA Zip: \_\_\_\_\_

Special Delivery Instructions: \_\_\_\_\_

Title: \_\_\_\_\_

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

Publication Date: \_\_\_\_\_ ISBN: \_\_\_\_\_

Format:  Regular Print  Large Print  Audiobook on CD

Price: \_\_\_\_\_

If not able to be filled by Amazon, I request this to try to be filled by the regular patron request process.

Yes  No

**Zip Books Request Terms and Conditions**

I understand that:

- 1) I can submit a request for 1 item per calendar month and can only request another item when the previous item has been returned in good condition.
- 2) The item will be delivered to my address as indicated on the request sheet by Amazon.
- 3) I will return the item directly to a Buena Park Library staff member with its original packaging and Amazon packing slip.
- 4) My account will be charged full price of the item if it is not returned or returned damaged.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

