

Instructions

Please fill out **form** and return via, regular mail, e-mail, fax, or walk-in to:

Alcohol & Drug Education & Prevention Team

ADEPT (Building #38-D)

405 W 5th Street, #211

Santa Ana, CA 92701

(714) 834-4058

(714) 667-3968 Fax

<http://www.ochealthinfo.com/adept/>



Client Name:	
Organization:	
Address:	
Phone:	
Email:	
Date Ordered:	

Staff use only		
Ordered:		Given:
Called:		
Notes:		
On delivery		
Staff initials		Date:
Client signature:		

Dear clients,

The **ADEPT** pamphlet library is a free service available to Orange County community members, residents, professionals, and students. To better serve our members and assure that our supply meets the demand, we need to limit the amount of pamphlets distributed.

Each organization/individual can order a **maximum** of **10 titles** per month. You can request up to **50** copies of each title. Our ability to fill your request will depend on the stock available.

Orders are filled on a first come, first serve basis. Order forms may be submitted through regular mail, e-mail, fax, or walked in. It takes approximately **2 weeks** to fill an order. ADEPT staff will notify clients by phone when their order has been filled. After notification, you will have **2 weeks** to pick up your order. Orders not picked up within the two-week period will be restocked. For future requests, please submit a new order form. (Blank forms may be copied).

It is **recommended** that you **review** the pamphlet(s) before distributing to the intended audience to assess its appropriateness.

Thank you for your cooperation and understanding. If you have any questions about this policy, please call (714) **834-4058**. Please call before you come to assure that your pamphlets will be available for pick up.

Sincerely,

Amy Buch, Division Manager
HCA/Health Promotion/ADEPT

AB: ftm