

Volume Title: Clinic Services and Management	Section Title: Clinic Management	Volume No. I	Section No. 0	Page No. 5a
Procedure: Ordering Forms and Education Materials			Citation:	
Statement of Purpose: List forms and materials available from State WIC agency and outline method for ordering				
New Procedure:	Revision: 12/94	Approved by USDA:	Effective Date: 1/95	

- A. All printed supplies (forms, etc.) and educational materials that are available from the State WIC Office are listed on the order forms.
- B. Only written orders will be accepted. Phone orders are strongly discouraged.
- C. Orders must be submitted on a "Written Materials Order Form". (See sample later in this procedure.)
 - 1. Write the number of pamphlets (usually in packs of 100) desired on the appropriate line on the form.
 - 2. If a pamphlet is not listed, it probably is not available from this office. Reordering will need to be done from the pamphlets original source.
 - 3. A copy of the order should be retained at the local agency.
- D. Your cooperation in following the above procedures will help ensure prompt receipt of orders.