NEW CW, Metro, & NE Region
APH On-Line Ordering Instructions
Via Wish List for Quota Funds

Starting June 5, 2017, you now have a choice when ordering available products through the APH Federal Quota Account to use either:

- The traditional APH Order Form (attached on Page 2) **- OR -**
- APH online order system via Wish List (Instructions below)

Staff/Caregivers: Instructions for Placing APH Orders via the Wish List:

1. Go to shop.aph.org
2. Look up items and select "Add to Wish List." This will bring you to your Wish List page. Please note:
   - Items marked "Not available with Quota funds" cannot be ordered.
   - Items marked "Not eligible for Free Matter for the Blind shipping" can be ordered.
3. When all items for an individual are added to the Wish List, and you are ready to place the order, go to the bottom of the Wish List page. Please enter the following information onto the "Share Your Wish List" form:

- **To Email address:** Enter : Sandra.M.Faulkner@MassMail.State.MA.US
- **From: Name:** First/last name of contact person placing the order
- **From: Email Address:** Email address of contact person placing the order
- **Email Message:** Please include the following information:
  - **Phone Number w/Area Code** of contact person placing the order:
  - **DDS Region**: Central West, Northeast, or Metro
  - **Name of Individual on the APH Account**:
  - **Address where materials should be shipped**:
    - Individual's Name who is on the APH Account:
    - Agency Name:
    - First/last name of contact person placing the order:
    - Address with street, town, state, and zip code (No P.O. boxes):

4. Once complete, please double check that all info is accurate, and hit "Send."
5. A confirmation screen will appear stating that your Wish List has been sent.
6. Sandra will process the order and send you a confirmation email.

- **Please Note:** If placing more than one APH order via Wish List, you must exit out of APH completely after each order. If you see an item from a previous order in Wish List, please re-exit to start fresh for a new order. Thank you!

APH Products Catalog 2017 – 2018

CW, Metro, NE Region Order Form for Federal Quota Account

Individual:_____ Date:_____

DDS Region:_____ Telephone:_____

Requested By: _____ Email:_____

Please use this form to place APH orders and use additional pages if needed.
Available APH products can be found in the APH Online Catalog: http://shop.aph.org OR in the 2017-2018 APH Instructional Products Catalog (paper catalog with an Orange cover). If you'd like a paper catalog, please call APH at 1-800-223-1839. Instead of using outdated APH catalogs, please go online or call for the current catalog as Products, Prices, and Item #'s may have changed!

Any item that notes "Not available with QUOTA funds" cannot be ordered.

Page	Item Description	Item Number	Quantity	Item Price	Total Price
				Total:	

Address & Phone of Where Materials Should Be Shipped:

_____

_____**Phone:**_____

_____

Please mail, fax or email completed form to Sandra:

Sandra Faulkner
Vision and Vision Loss Services
WDC / P.O. Box 144
Wrentham, MA 02093

Sandra.M.Faulkner@MassMail.State.MA.US
Office: 508.384.5679
Fax: 508.384.6771

Any questions please call Lisa DiBonaventura @ 508.384.5539