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Amigos ORDER FORM
LIBANSWERS

Welcome to our Community! Please fill out this customization form and either a) save the file in Word and email it to sales@springshare.com, OR b) print the form, fill it out, and fax it to us at 646-417-6439, attn: Springshare Sales

1. Name of your Institution?

2. Write your city, state, zip code, and country:

3. Are you getting a custom domain for your LibAnswers system? Write YES or NO:

    If Yes, enter your custom domain here: http://

    The custom domain mapping will increase the system's search engine ranking, making it easier for users to find your guides. It is also a great branding tool, since the users will access the system on your .edu (or .org) domain.

    IMPORTANT: If getting the custom domain mapping, your IT folks in charge of your domain must create either a CNAME alias for this custom domain and point it to libanswers.com, or an A record and point it to 174.132.16.54

    ALSO IMPORTANT: If getting the custom domain, please make sure it is live before returning this form to us. You will know it is live if you type its URL in your browser and get the LibAnswers Community site.

    Domain examples (assuming your institution's domain is midstate.edu): **valid** choices: libanswers.midstate.edu, askus.library.midstate.edu. I**nvalid** choices: library.midstate.edu/libanswers, library.midstate.edu/askus, www.midstate.edu/libanswers, etc. Your custom domain cannot contain any "/" characters.

4. SMS Number Preferred Area Code:

    As part of the LibAnswers platform your library gets a dedicated phone number for receiving/replying to SMS messages from patrons. Please indicate your preferred area code. If your area code is not available from our telephony provider we will contact you regarding alternatives.

5. The name and email of your LibAnswers admin:

    This is the person who will have the first superuser account in the system and be able to create accounts for others, as well as customize the look and feel. This admin can create other admin accounts, if needed.

IMPORTANT: Please make sure your admin and everybody involved with LibAnswers adjust their email spam filters to ensure they receive emails from springshare.com domain. Otherwise, they will miss important emails from us.

That's it. Send us back this document and we'll build your system asap! Thanks for your time.