

Date Order Received (mm/dd/yyyy): \_\_\_\_\_

Date Order Mailed (mm/dd/yyyy): \_\_\_\_\_

**DIRECTORY LISTING / MAILING LABELS ORDER**

- INSTRUCTIONS:**
1. Indicate the date the order form was completed. Provide your complete mailing address and telephone number, including area code.
  2. Check the box for each item requested.
  3. Fill in the amount due. (See the price chart on the back of this sheet.)
  4. Make the check or money order (we can't accept cash) payable to: WI Division of Children and Family Services. **Payment must be received before the order can be processed.**
  5. Send the order form and payment to the appropriate address. Allow two (2) weeks for delivery.

**DIRECTORY LISTINGS** contain the name, address, telephone number, contact person, licensee, capacity, operating hours, and more. They are sorted by Facility Name.

**DIRECTORY LABELS** are sorted by ZIP CODE, are self-sticking, and include the name and mailing address of each facility.

Name - Requestor	Mailing Address	Telephone Number	Date Form Completed (mm/dd/yyyy)
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**ORDER** - Check requested counties or Entire Region. Send order to appropriate address.

NORTHEASTERN REGION	NORTHERN REGION	SOUTHEASTERN REGION	SOUTHERN REGION	WESTERN REGION	CENTRAL OFFICE
Regulation and Licensing Div. of Child and Fam Services 200 N Jefferson, Suite 411 Green Bay, WI 54301  Telephone No. (920) 448-5312	Regulation and Licensing Div of Child and Fam Services 1853 N Stevens Street PO Box 697 Rhinelander, WI 54501  Telephone No. (715) 365-2500	Regulation and Licensing Div of Child and Fam Services 141 NW Barstow, Room 104 Waukesha, WI 53188  Telephone No. (262) 521-5100	Regulation and Licensing Div of Child and Fam Services 2917 International Ln., Suite 110 Madison, WI 53704  Telephone No. (608) 243-2400	Regulation and Licensing Div of Child and Fam Services 610 Gibson St., Suite 2 Eau Claire, WI 54701  Telephone No. (715) 836-2185	Regulation and Licensing Div of Child and Fam Services 1 W Wilson Street, Rm. 534 PO Box 8916 Madison, WI 53708-8916  Telephone No. (608) 266-9314
<input type="checkbox"/> Entire state <input type="checkbox"/> Entire region <input type="checkbox"/> Individual county / counties <input type="checkbox"/> Brown <input type="checkbox"/> Calumet <input type="checkbox"/> Door <input type="checkbox"/> Fond du Lac <input type="checkbox"/> Green Lake <input type="checkbox"/> Kewaunee <input type="checkbox"/> Manitowoc <input type="checkbox"/> Marinette <input type="checkbox"/> Marquette <input type="checkbox"/> Menominee <input type="checkbox"/> Oconto <input type="checkbox"/> Outagamie <input type="checkbox"/> Ozaukee <input type="checkbox"/> Shawano <input type="checkbox"/> Sheboygan <input type="checkbox"/> Washington <input type="checkbox"/> Waupaca <input type="checkbox"/> Waushara <input type="checkbox"/> Winnebago	<input type="checkbox"/> Entire state <input type="checkbox"/> Entire region <input type="checkbox"/> Individual county / counties <input type="checkbox"/> Ashland <input type="checkbox"/> Bayfield <input type="checkbox"/> Florence <input type="checkbox"/> Forest <input type="checkbox"/> Iron <input type="checkbox"/> Langlade <input type="checkbox"/> Lincoln <input type="checkbox"/> Marathon <input type="checkbox"/> Oneida <input type="checkbox"/> Portage <input type="checkbox"/> Price <input type="checkbox"/> Sawyer <input type="checkbox"/> Taylor <input type="checkbox"/> Vilas <input type="checkbox"/> Wood	<input type="checkbox"/> Entire state <input type="checkbox"/> Entire region <input type="checkbox"/> Individual county / counties <input type="checkbox"/> Kenosha <input type="checkbox"/> Milwaukee (note prices for Milwaukee county) <input type="checkbox"/> Racine <input type="checkbox"/> Waukesha	<input type="checkbox"/> Entire state <input type="checkbox"/> Entire region <input type="checkbox"/> Individual county / counties <input type="checkbox"/> Adams <input type="checkbox"/> Columbia <input type="checkbox"/> Crawford <input type="checkbox"/> Dane (note prices for Dane county) <input type="checkbox"/> Dodge <input type="checkbox"/> Grant <input type="checkbox"/> Green <input type="checkbox"/> Iowa <input type="checkbox"/> Jefferson <input type="checkbox"/> Juneau <input type="checkbox"/> LaFayette <input type="checkbox"/> Richland <input type="checkbox"/> Rock <input type="checkbox"/> Sauk <input type="checkbox"/> Walworth	<input type="checkbox"/> Entire state <input type="checkbox"/> Entire region <input type="checkbox"/> Individual county / counties <input type="checkbox"/> Barron <input type="checkbox"/> Buffalo <input type="checkbox"/> Burnett <input type="checkbox"/> Chippewa <input type="checkbox"/> Clark <input type="checkbox"/> Douglas <input type="checkbox"/> Dunn <input type="checkbox"/> Eau Claire <input type="checkbox"/> Jackson <input type="checkbox"/> La Crosse <input type="checkbox"/> Monroe <input type="checkbox"/> Pepin <input type="checkbox"/> Pierce <input type="checkbox"/> Polk <input type="checkbox"/> Rusk <input type="checkbox"/> St. Croix <input type="checkbox"/> Trempeleau <input type="checkbox"/> Vernon <input type="checkbox"/> Washburn	<input type="checkbox"/> Entire state <input type="checkbox"/> Entire region <input type="checkbox"/> Northeastern <input type="checkbox"/> Northern <input type="checkbox"/> Southeastern <input type="checkbox"/> Southern <input type="checkbox"/> Western <input type="checkbox"/> Individual county / counties  _____ _____ _____ _____ _____ _____ _____ _____

**ORDER:** (Check appropriate box / boxes)

- TYPE OF FACILITY:**
- Child Placing Agencies
  - Child Care Centers (Group and Family)
  - Family Child Care Centers
  - Group Child Care Centers
  - Group Foster Homes
  - Residential Care Centers
  - Shelter Care
  - Day Camps

- FORMAT:**
- E-mail directory formatted in Excel
  - Paper directory
  - E-mail labels formatted in Excel
  - Printed labels

- CITY:**
- E-mail directory formatted in Excel
  - Paper directory
  - E-mail labels formatted in Excel
  - Printed labels

**AMOUNT DUE:**  
\$ \_\_\_\_\_

**DIRECTORY / LABEL PRICING INFORMATION**

	FACILITY TYPE	E-MAIL DIRECTORY	PAPER DIRECTORY	E-MAIL LABELS	PRINTED LABELS	REQUESTED QUANTITY Directory / Labels	TOTAL
ENTIRE STATE	ALL CHILD CARE	\$50	\$65	\$65	\$80		\$
	GROUP only	\$25	\$30	\$35	\$50		
	FAMILY only	\$25	\$30	\$35	\$50		
	Other Types	\$ 7	\$10	\$ 7	\$15		\$
ENTIRE REGION(S)  (Price will not exceed Entire State pricing.)  NOTE: Milwaukee and Dane counties are charged the same as Entire Region.	ALL CHILD CARE	\$15	\$25	\$20	\$30		\$
	GROUP only	\$10	\$15	\$15	\$25		
	FAMILY only	\$10	\$15	\$15	\$25		
*COUNTY  Requesting 1 - 8 counties  NOTE: Milwaukee and Dane counties are charged the same as Entire Region.  NOTE: Nine or more counties is same as Entire Region.	ALL CHILD CARE	\$ 7	\$20	\$ 7	\$25		\$
	GROUP only	\$ 7	\$10	\$ 7	\$20		
	FAMILY only	\$ 7	\$10	\$ 7	\$20		
	Other Types	N / C		\$ 7	\$10		\$
CITY	ALL CHILD CARE	\$ 5	\$ 5	\$ 5	\$ 5		\$
	GROUP only	\$ 5	\$ 5	\$ 5	\$ 5		
	FAMILY only	\$ 5	\$ 5	\$ 5	\$ 5		
<b>TOTAL</b>							\$

- \*IF DIRECTORY DOES NOT EXCEED 15 PAGES, NO CHARGE WILL BE ASSESSED.
- PROVIDE E-MAIL ADDRESS IF YOU ARE REQUESTING AN ELECTRONIC COPY.

E-MAIL ADDRESS: \_\_\_\_\_