

Books for Inmates Order Processing Procedure

- 1) Submit the donation order to H&I at the CoDA AZ address with the address for the institution desired to receive the book(s).
- 2) Fellowship Services sends H&I a PDF File of the Donation form and check.
- 3) Fellowship Services processes the check into the General 7th Tradition Fund.
- 4) H&I submits orders to CoRe by email matching the order with an additional book for each requested.
- 5) CoRe processes the orders on Thurs and Fri each week.
- 6) The distribution center receives orders for shipment the following Tues. and Wed.
- 7) Depending on the workload the approximate time to delivery to the establishment is from 2-4 wks