**WELCOME TO SANTA CLARA VALLEY AL-ANON FAMILY GROUP**

**LITERATURE ORDER PAGE**

The Santa Clara Valley Al-Anon Family Groups (SCV-AFG) Bookstore sells Al-Anon Conference-Approved literature, including books, pamphlets, and other materials. The Bookstore is located at:

Campbell Community Center

One West Campbell Avenue, Room Q-82

Campbell CA 95008

The Bookstore is staffed by volunteer Al-Anon members and is open during the following days/hours. Be sure to call 408-379-9375 before you go to the Bookstore to be sure someone is there.

 Monday: 1:00pm – 3:00pm

 Thursday: 3:00pm – 5:00pm

 Saturday: 11:00am – 1:00pm

If you prefer to order your items by e-mail and pick them up at the Bookstore, please follow the instructions below. You can refer to the [WSO Catalog](https://www.scv-afg.org/_files/ugd/fac593_4cb8362374f849b388408b8300138498.pdf) for available literature. You will be notified when your order is ready to be picked up at the Bookstore.  We are only accepting credit and debit card payments at this time.

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**How to use the Literature Order Form:**

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Click on the Literature Order Form link below.

[**Literature Order Form**](https://7561ba24-0c46-421f-a90b-bad0d3ea6506.filesusr.com/ugd/fac593_6f3f79eb514f434b9cb74c3877890944.xlsx?dn=Online%20SCV-AFG%2C%20Inc%20Order%20Form%20revised%202022-09-02.xlsx)

The form has five tabs or worksheets:

* English Purchase Order Summary
* English Literature Store
* Spanish Purchase Order Summary
* Spanish Literature Store
* Free Download links
1. When you open the Form, you may need to click on the button 'Enable Editing” to fill out the form.

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1. Fill out the Contact Information in the **green fields** on the English Purchase Order Summary worksheet or Spanish Purchase Order Summary worksheet.
2. Choose either the English Literature Store worksheet or the Spanish Literature Store worksheet to fill in the number of books, pamphlets, and other media that you wish to order. Type numbers in the green **Quantity** column boxes next to the titles.
3. **Each time you change the Quantity, the form will recalculate. The form will automatically calculate the total price for your selections.**
4. To review your purchase total at any time during entry, click back to the English Purchase Order Summary worksheet or Spanish Purchase Order Summary worksheet of the form, or look at the item summary at the bottom of each section.
5. Print the document if you want a hard copy.
6. Save the completed order form on your own computer/laptop.  Please use the **Save as**... option. This option will prompt you to rename the file. Do not use the plain Save option, as you cannot save the document with the same name as the web form.
7. When you are satisfied that your order is correct, email a copy of your document to scvafglit@gmail.com. You will receive a confirmation email once your order is ready for pick up.

**Please Note**

If you are unable to use the Order Form in either Excel or Google Sheets, you can send an email to scvafglit@gmail.com with the following information:

* Your Name
* Group Name (if applicable)
* Cell Phone #
* Email Address
* Item Title(s)
* Catalog Numbers(s)
* Quantity of Each Title