# Hogrefe eLibrary Checklist for new customers (FTE)

To process your order quickly and smoothly, we need the following information:

**Address of the institution for contractual purposes**

Institution

Address 1

Address 2

Address 3

**Addresses of all sites**

Institution

Address 1

Address 2

Address 3

**Contacts**

Contact person for admin account

Name and email address

Contact person for technical matters

Name and email address

**Shibboleth (if desired eduGAIN)**

Entity ID Please enter

**Model**

Purchase model

Flexible subscription model

**Requested activation date**

Date

**Number of FTEs (purchase model)**

Please enter

**eBook ISBN of all titles ordered   
(or provide in an attachment)**

Please enter

**IP ranges**(000.000.000.000 - 000.000.000.000)

Please enter