

# Desk Copy Request Form

For adopted course materials only

Please type or print

Publishers are pleased to provide desk copies of any adopted course materials plus requested available supplements such as instructor's manuals, solution manuals, and test banks when sufficient quantity of course materials are ordered directly from the publisher. NOTE: Review, complimentary, or on approval copies must be requested on departmental letterhead.

Please send this Desk Copy Request Form to the publisher or to your publisher representative.

(Requests are subject to review by your local publisher representative.)

To: \_\_\_\_\_ Date: \_\_\_\_\_  
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Course material: Author: \_\_\_\_\_ ISBN: \_\_\_\_\_  
Title and Edition: \_\_\_\_\_

Has been adopted for my course #: \_\_\_\_\_ course title: \_\_\_\_\_  
as a *(please indicate one)* Required course material Recommended or Optional course material

With this request would you please send the following supplements: *(Please be specific, i.e. ISBN number, etc.)*

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Please provide web-based instructor resource access.                      yes                      no  
Faculty e-mail address must be provided below if checking yes.

This course is scheduled to begin on (calendar date or year and term): \_\_\_\_\_

I have advised the local bookstore(s) that the estimated enrollment will be: \_\_\_\_\_

Faculty Member Information:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

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I have not previously received a desk or complimentary copy of this course material and I agree not to sell the requested materials. *(Signature of faculty member is required.)*

Please sign: \_\_\_\_\_