



DESK COPY REQUEST FORM

(See notes at bottom)

Publishers and Bookstores prefer that instructors write directly to the publishers for desk copies.

Date: _____

To: _____
 _____ (Publisher)
 _____ (Street)
 _____ (City, Province, Postal Code)

Your Book: _____
(Specify author, complete title, and edition)

Publisher Book Number (ISBN): _____

Has been adopted as a _____ required _____

Recommended text in my course _____
(Course number and Title)

My order for _____ (Number) copies of this text was placed with _____ (Name of Bookstore)

on _____ (Date). I have not previously received a desk* of complementary* copy of this text.

Name: _____

Department: _____

Institute: _____

Street Address: _____

City & Province: _____

1. This form should be used to request copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terms and definitions: please note the following terms and definitions:
 - * Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.
 - * Complimentary Copy - A book sent to a faculty member for consideration for adoption. On-Approval Copy. A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.
 - * Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.