



# Desk Copy Request Form



For adopted course materials only

Please type or print

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Publishers are pleased to provide desk copies of any adopted course materials plus requested available supplements such as instructor’s manuals, solutions 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.)*

\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Office Hours \_\_\_\_\_

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: \_\_\_\_\_

### Instructional Resources For Faculty Pamphlet

Need help finding your local rep or the publisher’s web site where you can order desk copies online? You can find this information in the Instructional Resources For Faculty pamphlet, available from NACS. Check with your college store staff to see if they can provide you one, or visit [www.nacs.org/nacs\\_store/](http://www.nacs.org/nacs_store/) to order one.

\*Not every publisher is listed in the IRFF, but most major publishers are.