

Desk Copy Requests

To eliminate delays and costs, desk copies will no longer be ordered through Amazon, unless by department approval. It is your responsibility to ensure that requests are made in a timely manner. Keep in mind that most publishers allow 2-3 weeks for delivery. Some publishers are no longer sending hard copies and will send e-text only.

The following information is required to submit a request for desk copies. Lack of information will result in further delays to process your request.

Book Title and Subtitle: _____

Author: _____

ISBN: _____

Publisher: _____

Format (e-text or print): _____

Course Number: _____

Course Title: _____

Projected Enrollment: _____

Submit completed forms to [Karen](#) for processing.