

## **Instructions for Request Form**

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**You must complete all items identified with a black diamond (◆) or your request will not be processed.** Other information is not required but may speed CCC's reply to you. Please type or print **legibly**.

If you submit more than four works for one course set, use another form and mark the top right-hand corner of each page with the appropriate number.

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### **Order Header Field Information**

- ◆ Start of Term: Provide the Month/Day/Year the course will begin. Incorrect dates can delay your permission response.
  
  - ◆ Course Name: All the works you request on each form should pertain to one course.
  
  - ◆ No. of Copies: The number of course sets you expect to sell for this course. **New – you can now assign varying number of copies at the article level.**
  
  - Doc. Ref.: (Optional) Your own document reference, (example: department name) will display on invoice.
  
  - Acct. Ref.: (Optional) Your own accounting reference, (example: PO number) will display on invoice.
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### **Order Detail Field Information**

- ◆ Pubn. Year: 4-digit number of the copyright year (example: 1991)
  
  - Your Ref. #: (Optional) Your own identifier for this detail, (example: project name) will display on invoice detail.
  
  - No. of Copies: (Optional) Enter the number of copies at the article/detail level if they vary from article to article, otherwise, you may enter the number once in the upper right of the form.
  
  - Date of Issue: (Optional) Month and day are required by some publishers for newspaper and magazine permissions.
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