Instructions for Request Form

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.

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.

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.