dk

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**Your Details/Material Details** *Please include all of your contact details and full details of the requested material*

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| **Your Details** | | | | | | | | | | |
| **Name** |  | | | **Company (if applicable)** | | | |  | | |
| **Address** |  | | | | | | | | | |
| **Country** |  | | | | **Tel** | |  | | | |
| **Email** |  | | | | | | | | | |
| **Whom to Invoice** |  | | | | **Vat Number (if applicable)** | | | | |  |
|  |  | | | |  | | | | |  |
| **Requested Material** | | | | | | | | | | |
| **Title Of Book** | |  | | | | | | | | |
| **Author / Translator** | |  | **ISBN** | | |  | | | | |
| **Page number(s)** | |  | **Number of words (prose) /**  **Number of lines (poetry)** | | | | | |  | |
| **Description of images to be reproduced (if required)** | |  | | | | | | | | |
| **Size of image(s)**  (Please Select) | | ¼ page OR ½ page OR full page | | | | | | | | |

**Usage Details** *Please indicate how you wish to use the requested material under the relevant heading*

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| **Publication** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Author/Editor** | | | |  | | | | | | | | **Publisher** | | | | | |  | | | | | | | |
| **Territory for distribution** | | | |  | | | | | | | | **Print run** | | | | | |  | | | | | | | |
| **Format (hardback, etc.)** | | | |  | | | | | | | | **Extent (no. of pages)** | | | | | | | | |  | | | | |
| **Proposed retail price** | | | |  | | | | | | | | **Publication date** | | | | | | | | |  | | | | |
| **Description of publication** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **How will you be using the Material?** | | | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Website** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **URL on which the Material will appear** | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Approximate number of visitors per month** | | | | | |  | | | | | | | | **Password protected?** | | | | | | | | | Yes/No | | |
| **Territory for distribution** | | | | | |  | | | | | | | | **Publication date** | | | | | | | | |  | | |
| **How will you be using the Material?** | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| **Photocopying** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **No. of copies required** | |  | | | | | | | | | | **Start date of course** | | | | | | | | |  | | | | |
| **Course name** | |  | | | | | | | | | | **Professor/teacher** | | | | | | | | |  | | | | |
| **Institution or company** | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **How will the photocopies be used?** | | | | | | |  | | | | | | | | | | | | | | | | | | |
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| **Prop Use (ie. Incidental Prop Use and/or Set Dressing)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title of production** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Production company** | | | |  | | | | | | | | | | | | **Broadcast date(s)** | | | | | | | |  | |
| **Territory For distribution** | | | |  | | | | | | **Format (TV/film Etc.)** | | | | | | | | | |  | | | | | |
| **Description of usage and synopsis** | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **Dramatisation/Performance** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Venue** | | |  | | | | | | | | | | **Venue capacity** | | | | | | | | |  | | | |
| **Price of tickets** | | |  | | | | | | | | | | **No. of performances** | | | | | | | | |  | | | |
| **Amateur/professional** | | |  | | | | | | **Date of performance(s)** | | | | | | | | | | |  | | | | | |
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| **Files for Reading Impaired Persons (Please note that if a file is available it will be provided in PDF format)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student name/number** | | |  | | | | | | | | **Course name** | | | | | |  | | | | | | | | |
| **Details of impairment (optional)** | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Institution** |  | | | | | | | | | | **Course instructor** | | | | | | | |  | | | | | | |
| **Course date(s)** |  | | | | | | | **Has the student purchased a print copy of the book?** | | | | | | | | | | | | | | | | | Yes/No |
|  |  | | | | | | |  | | | | | | | | | | | | | | | | |  |

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| **For any requests that cannot be submitted as above, please describe your request in as much detail as possible here:** |
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