

REPRINTS AND PERMISSION REQUEST

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Requestor Identification

Name of requestor (Last, first, middle initial)			Date of request
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Street address			Fax number
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Request Description

1.) List the material that you are seeking to reprint:

2.) State the purpose and manner in which the material will be used:

3.) Describe the mission of the organization seeking permission:

4.) State whether the material requested will be used for commercial purposes and if so, in what manner:

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6.) Will there be a charge for the product or program that includes the copyrighted material?

7.) If the requested material is to be placed in a publication, provide the name of the publication, and the context in which the material will appear:

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9.) Estimated number of copies to be printed or produced. (If Intranet, number of users):

10.) Date(s) the material will be distributed:
