



Spears Books – Desk Copy Request Form

(For Instructors and Academic Institutions)

Purpose:

This form is intended for instructors who have officially adopted a Spears Books title for course use and wish to receive a complimentary desk copy.

Instructor Information

- Full Name: _____
- Institution: _____
- Department: _____
- Position/Title: _____
- Institutional Email: _____
- Phone Number: _____

Course Information

- Course Title: _____
- Course Code/Number: _____
- Expected Enrollment: _____
- Semester/Term: _____
- Course Start Date: _____

Book Information

- Title Requested: _____
- _____
- Author(s): _____
- ISBN: _____
- Edition (if applicable): _____

Shipping Information

(Desk copies must be shipped to the institution's official address)

- Department/Office Name: _____

- Street Address: _____

- City: _____
- State/Province: _____
- Postal Code: _____
- Country: _____

Verification and Agreement

I confirm that the requested title has been adopted as a required text for the course listed above. I understand that Spears Books provides one complimentary desk copy per instructor per adopted title.

Signature: _____

Date: _____

Submission

Please submit this completed form to:
info@spearsmedia.com