### **EXAMINATION AND DESK COPY POLICY**

Thank you for your interest in our books. All requests are subject to approval.

Please note the policies below to ensure that you are meeting the required criteria for examination or desk copies.

Pending availability, please allow 4 to 6 weeks for delivery.

## **EXAMINATION COPY REQUESTS**

Examination copies are available to college and high school professors or instructors seeking titles to review for future course adoption.

### HOW TO OBTAIN AN EXAMINATION COPY

Requests must be submitted to academic@unionsquareandco.com from an official university or institution's e-mail address. Please do not submit phone or fax orders.

On your submission, please submit 13 digit ISBN, title and author/editor of the book in question.

All requests must include the following for such to be fulfilled:

- 1. instructor's name
- 2. university address
- 3. phone number/email address
- 4. course name and season taught
- 5. expected enrollment and decision date

There is a maximum of ten requests per teacher per school year.

To order an examination copy by phone, call 1-800-367-9692. Please have your credit card ready.

FLAT FEE—\$10.00 per hardcover/\$6.00 per paperback. This includes available editions of Barnes & Noble Classics, Signature Classics and No Fear Shakespeare titles. Fees include shipping. We can accept checks made payable to Union Square & Co. We are currently accepting credit card orders only. If you would like to place an order, please **click here** for an examination copy order form and once completed, return it to academic@unionsquareandco.com.

Please note we will charge the current Canadian equivalent to the \$6 & \$10 per book price on all Canadian orders.

If your requested book is out of print or current stock, the order will not be processed and you will be notified of such within 3 weeks of request receipt. Please note at this time, we only accept requests for those universities in the United States or Canada.

### **DESK COPY REQUESTS**

Union Square & Co. is pleased to provide desk copies of any adopted title. One desk copy is available per single order of 20 or more copies of an adopted, required text, with a limit of 10 desk copies per adoption.

Requests must be submitted to academic@ unionsquareandco.com from an official university or institution's e-mail address. Please do not submit phone or fax orders.

Orders will only be shipped to a verified university address.

On your desk copy submission, please submit 13 digit ISBN, title and author/editor of the book in question.

To execute a desk copy request, the following information must be provided:

- 1. course name and season taught
- 2. expected enrollment
- 3. expected decision date
- 4. indication whether text will be recommended or required
- participating bookstore information including phone number & e-mail and/or proof of wholesale order. An invoice number for an order can be accepted.

We are only able to expedite orders if a previous shipment was sent and never arrived. We receive a large number of requests so we ask kindly that all requests be placed well in advance of when they are needed for a course.

Thank you, The Academic Marketing Dept.



# Regular Order Form

FUNCTIASE UNI	)ER# <u>:</u>				
Date	A	Acct#	New Acct?	V N-	
Need by Date:			If New, Please Inc	Yes No lude Credit App Form	
			,	••	
Name:		Name:			
Phone #:		Phone #:			
Special Instruction					
QTY	ISBN	Title		New Account (FOR OFFICE USE ONLY-LEAVE BLANK)	
			Credit Limit		
			Approval		
			Credit		
			Sales		
			Channel		
			Rep#		
			Comm		
			Ship		
			Disc Code		
			Backorders		
			Returnable		
			Mail Code		
			Region Code		
			—		

Order Submitted to: Academic Marketing dept.

Phone: 800.367.9692

Email: academic@unionsquareandco.com

Clear Form