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**ATTN: Rights & Permissions Department**

<b>Request for Electronic Files for a Disabled Student</b>
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Thank you for your request. Please print and fill out this form and fax it to (914) 273-2106. Be sure to give us your email address, as email is the preferred method for sending computer files. In addition, please note that the student is required to buy the book being requested.

We usually provide PDF files. In the event that we do not have files, we will provide a book for you to scan.

If you are making a request from a university outside North America: please provide proof of the student's enrollment in the class, along with a statement from your bookstore that the book is required for the class. Thank you.

**Please note that the more information you provide, the faster we'll be able to process your request!**

**Your Information**

Your name: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_  
Email: \_\_\_\_\_

**Book Being Requested:** Book Title: \_\_\_\_\_  
Author/Editor: \_\_\_\_\_  
ISBN: \_\_\_\_\_  
Format:        \_\_\_ Hardcover        \_\_\_ Paperback

**Course Information**

Course Name & Number: \_\_\_\_\_  
Professor: \_\_\_\_\_  
Semester (please specify season and year): \_\_\_\_\_

<b>Questions or Comments:</b>	
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We will process your request as soon as possible. Please note that processing times can be as long as one month. Thank you.