



ACTEX Publications
Examination Copy Request Form

Mail or Fax this form to:
ACTEX Publications | F.860.738.3152
PO Box 974, Winsted CT, 06098

THIS FORM MUST BE COMPLETELY FILLED OUT BEFORE YOUR REQUEST WILL BE PROCESSED

Date of request: _____ Instructor's Name: _____

Title of requested text: _____

Author: _____

Course name & number: _____

If adopted this text/manual will be: Required Recommended Estimated enrollment _____

My order for _____ copies of this publication will be placed with (Name & Address of Bookstore)

_____ On date _____

Please ship my examination copy to the following:

Name: _____

Name of School: _____

Instructor's Phone: _____ School Fax: _____

Department: _____

Address: _____

Instructor's Email: _____

I have not previously received an examination copy or complimentary copy of this text
and have read the Examination Copy Policy.

 *Please sign* _____

ACTEX is pleased to provide examination copies of textbooks for adoption consideration.

ACTEX Office Use Only		
Instructor ID _____	School ID _____	Bookstore ID _____



ACTEX Publications

Desk Copy & Examination Copy Policies

ACTEX Desk Copy Policy

Desk copies of ACTEX publications will be provided to professors and instructors within the following guidelines:

- The requested publication must be adopted for use in a course given by the requesting professor during the current or following semester.
- The University bookstore at the university, or any cooperating independent bookstore, must have ordered or will be ordering at least five copies of the requested publication for use in the university given course.
- One desk copy may be requested for the professor. One additional copy may be requested for the requesting professor's graduate assistant.
- Desk copies must be requested online at www.ActexMadRiver.com, or by faxing or mailing a printed copy of the form.

ACTEX Examination Copy Policy

Examination copies of ACTEX publications will be provided to professors and instructors with the following condition:

- Should the above adoption and ordering conditions not be met, the professor will promptly return all examination copies received or choose to purchase the publications for personal use.