



Q: How do I obtain a desk copy for my school or college classroom?

A: Alfred is able to send desk copies in accordance with the following guidelines:

- One complimentary desk copy will be sent for each teacher who is instructing a class that requires the text.
- The desk copy will be sent with the intention that it shall remain the property of the school or institution that it is sent to and should not be taken with any teacher or graduate assistant upon their departure from the institution. The desk copy should then be transferred to the professor or graduate assistant who will be taking the former teacher's place.
- Alfred will send new desk copies at its discretion if additional sections requiring a larger number of teachers are offered or in special situations

All desk copy requests must be submitted in writing on school letterhead to:

**Desk Copy Requests
Alfred Publishing Co., Inc.
PO Box 10003
Van Nuys, CA 91410.**

You may also fax your request to
(818) 893-5560, ATTN: Desk Copy Requests.

Each request must include the title of the selected text(s), the ISBN if possible, the name(s) of all teachers who will be receiving the text, and the number of students expected to enroll in the class. All shipments must be sent directly to a school address.