

REPRINT REQUEST FORM

To process your request for permission to reprint/reproduce our material, we need the following information:

1. Please provide your name, address, telephone number, fax number, and e-mail address. If this request is being made by or for a company, organization, or institution, please indicate whether it is for profit or nonprofit.

2. What article or articles are you requesting? (Please include title, author, and month and year of publication or specific URL.)

3. Are you seeking permission to photocopy the specified material, reprint it in full, excerpt it, or publish it online? If you are excerpting, what will be excerpted? In all cases, what format will you be using?

4. Are you seeking permission to include the material in a database or compilation of any kind? If "yes," describe the database or compilation.

5. What will the copies or reprint be used for?

6. When do you need to receive our permission for the copies or reprint?

7. Who will be the end recipient(s) of the copies or reprint?

8. How many recipients/copies will there be?

9. Will the recipients be charged for the copies or reprint? If so, how much? If they are being distributed as part of a for-fee seminar, workshop or course, what is the registration fee?

The information listed above is true and complete to the best of my knowledge.

Signature

Date

Please fax this form to Liana Glasco at 703-549-6719 or email the requested information to lglasco@nsba.org. We will make every attempt to respond by your requested reply date.