**Permission Request Form**

Please complete all necessary fields below and email the completed form to permissions@hbgusa.com with “[book title] classroom use” in the subject line. If your request is approved, we will send you an agreement outlining terms and usage fees within six weeks of receipt.

**Date submitted:** Click here to enter a date.

**REQUESTOR CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Name:** |  |
| **Company/Affiliation:** |  |
| **Address:** |  |
| **Phone number:** |  |
| **Email Address:** |  |
| **Invoicing address (if different from above):** |  |

**THE WORK YOU SEEK PERMISSION TO USE**

|  |  |
| --- | --- |
| **Title of the book:** |  |
| **Author:** |  |
| **Publisher/Imprint:** |  |
| **ISBN:** |  |
| **Copyright Year:** |  |
| **Credited Illustrator/Photographer (If using an image/photo):** |  |
| **Excerpt/quote/image/chapter to be used (include page numbers):** |  |
| **Total page or word count of excerpt:** |  |
| **Any additional information that will help us identify the material you would like to reprint (be specific):** |  |

**COURSE INFORMATION**

|  |  |
| --- | --- |
| **Name of School:** |  |
| **Professor/Teacher:** |  |
| **Course name/Course number:** |  |
| **Semester or Quarter/Year:** |  |
| **Number of copies needed:**  |  |
| **Format (printed copies, secure online posting, other):** |  |
| **Territory of Distribution:** |  |
| **Language:** |  |
| **Description of use:** |  |
| **Notes and comments:** |  |