

**DAWSON**  
**COLLEGE**

# Bookstore

Dear Chairperson:

The instructor below has requested that the Bookstore order the listed title. The item carries a special \*condition which may represent a financial liability to your department if unsold copies remain at semester's end. The Bookstore will order the title once it receives your authorization to do so. Your authorization means your department accepts the liability associated with the item. These unsold copies will be charged when the title is not re-ordered as a course text within the next 2 consecutive semesters. Also, please take into consideration, Dawson factors, such as course cancellation, instructor re-assignment, etc.

Semester: \_\_\_\_\_

Instructor: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

ISBN: \_\_\_\_\_

Sell Price: \_\_\_\_\_

Publisher: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Chairperson's Signature: \_\_\_\_\_

### \*Conditions

Final Sale

Unsold products are not returnable to the publisher. All unsold copies will be charged to the department.

Re-Stocking Charge

The publisher's re-stocking fee based on the quantity returned will be charged to the department.

% Return Limit

Unsold copies in excess of the percentage return allowed will be charged to the department.