

Materials Request Sheet

To be completed by Tutor

Date :

Subject Area :

Tutor's Name :

Course :

So that we can satisfy your resource requirements in the Learning Centres, please give details below of any forthcoming requirements for materials (books, journals, CD-ROMs, computer software, etc.)

Title	Author	Publisher	ISBN	Price	Location (Chester, Ellesmere Port or Capenhurst)	Number of copies required

- Please allow 5 weeks notice to allow for order processing and supply. You will be kept informed about the availability.
- E:\materials-request-sheet.doc