

Alternate Media Notes (office use only):

\_\_\_\_\_ Received \_\_\_\_\_ Ordered \_\_\_\_\_ Complete \_\_\_\_\_ Contact  
Notes:

# Alternate Format Request

Fill in your answers

Date \_\_\_\_\_ Semester \_\_\_\_\_

Name \_\_\_\_\_ ID # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Check Preferred method of contact Phone Email

## Format Request

Check Format Requesting

MS Word	PDF	Plain Text/TXT/RTF	Large Print
Braille			
	If Braille, check all required items:	Chapters	Index
		Glossary	Appendices

## Software Installation (complete section if you are approved, if not, skip to page 2)

Check software for installation

Kurzweil

Check yes or no

- Do you have consistent internet access? Yes No
- Do you know how to use Kurzweil? Yes No
- If no, would you like an overview of Kurzweil? Yes No
- Would you like your Kurzweil book(s) on: USB Universal Library

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Request

Course Name	_____	Instructor	_____
Book Title	_____		
ISBN 10	_____		
ISBN 13	_____		
Publisher	_____		
Copyright	_____	Edition	_____
Author	_____		

### Request

Course Name	_____	Instructor	_____
Book Title	_____		
ISBN 10	_____		
ISBN 13	_____		
Publisher	_____		
Copyright	_____	Edition	_____
Author	_____		

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Author	_____		