



Date: November 4, 2009

TO: Duke Faculty
FR: Duke Textbook Store
RE: Spring 2010 Textbook Requisitions

We would like to thank all of you for your continued efforts in assisting us with the textbook ordering process for the Fall 2009 Semester. We are ready to start working on Spring 2010 Textbook Requisitions in order to prepare for the end of Fall Semester Buyback period. Students receive a better price for their books at Buyback if we know they will be used at Duke this Spring Semester (or Fall 2010) so please complete and return your textbook requisition forms to the Textbook Store by the target date of **November 20, 2009**.

As always, Spring 2010 Textbook Requisitions will be accepted at any time, and the Textbook Store staff will do whatever is possible to have the textbooks available before the start of classes.

Requisitions can be submitted by:

Fax: (919) 684-8619
Email: textbook@notes.duke.edu
Online: <http://www.dukestores.duke.edu/textbook.php>
(see attachment for step-by-step instructions)

If you have any questions, please do not hesitate to contact us.

Spring Semester Textbook information, ordering and forms are also available via our website:

<http://www.dukestores.duke.edu/textbook.php>
Click on **Faculty Resources**.