



Date: February 26, 2008
TO: Duke Faculty
FR: Bob Walker, Duke Textbook Store
RE: Summer 2008 Textbook Requisitions

We are currently working on Summer 2008 Textbook Requisitions in order to prepare for the end of Spring Semester Buyback period (April 28 – May 3). Hard copy Requisition forms were distributed by the Summer Program Office a few weeks ago. Please complete and return your textbook requisition forms to the Textbook Store by the target date of **March 17, 2008**.

As always, Summer 2008 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 or online at:
http://www.dukestores.duke.edu/textbook/08summer_inst.pdf

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

Summer Session Textbook Information, ordering, and forms are also available via our website:

<http://www.dukestores.duke.edu/textbook.html>

Click on **Faculty Resources**.