

Request For One Time Permission To Reproduce / Copy

Page 1 of 3

_____ (“Customer”) requests one time permission to copy the products ordered (“Product”) as “permissions” in the quantities indicated on Customer’s order attached hereto (“Permission Quantity”). The Customer agrees

- to report in writing to Ivey Publishing division of Ivey Management Services (“Ivey”) within sixty days from the date the course begins (“Final Date”) (as indicated below) (a) the actual number of copies of the Product printed pursuant to this one time permission and (b) the actual number of printed copies of the Product which were destroyed. The net amount of (a) and (b) represents the Final Permission Quantity (“Final Quantity”). If the Customer fails to report the data necessary to compute the Final Quantity by the Final Date, the Customer agrees that the Final Quantity will be the greater of (a) and the Permission Quantity.
- to pay Ivey within thirty days of the Final Date a permission fee equal to the Final Quantity multiplied by the current Ivey rate per copy for the Product (“Permission Fee”), plus applicable taxes
- that the Customer will not modify the Product in any way; it is understood that the full copyright ownership statement must be retained intact and that the Customer must print on the first page of each Product copied
 - in the case of Product copyrighted by Ivey Management Services - “One time permission to reproduce granted by Ivey Management Services on (*Effective Date*)”. This permission will expire six months from this date.
 - in the case of Product copyrighted by the President and Fellows of Harvard College - “One time permission to reproduce granted by Ivey Management Services under authority from Harvard Business School Publishing on (*Effective Date*)”. This permission will expire six months from this date.
- that the Customer will not, at any time, electronically store or transmit any products covered by this permission.
- that the Customer is only granted the right to distribute the copied materials to participants of the course designated below for use in such course.
- that permission to copy must be requested again should this material be required at another time.
- that permission to copy will only be valid on receipt of written confirmation from Ivey.
- that this permission to copy provides the Customer no rights whatsoever other than the rights set out herein.
- that Ivey’s intellectual property is a valuable asset and that, in the event of a breach of Ivey’s copyright or this agreement, damages may be pursued by Ivey in a court of competent jurisdiction to the full extent permitted under the law.
- this Agreement shall be governed by or construed exclusively in accordance with the laws of the Province of Ontario, Canada.
- the parties hereto acknowledge that they have each agreed to the preparation of this agreement only in the English language. Les parties aux présentes ont exigé que le présent contrat soit rédigé en langue anglaise.

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Page 2 of 3

Customer certifies that the material to be copied will be used only at _____
 _____ in the course entitled _____
 _____ which begins on _____
(Final Date)

to be taught by _____
(Last Name) (First Name)

The foregoing information is agreed to and certified to be true and correct by

_____ of _____
(duly authorized representative) ("Customer")

Date: _____

Ivey hereby grants Permission to Reproduce the products ordered as "permissions" in the quantities indicated on Customer's order attached hereto.

_____ of Ivey Management Services.
(duly authorized representative)

_____ ("Effective Date")

Permission Order Form

Product Number	Product Title	Version and Date	Permission Quantity	
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If you require a single sided copy from which to reproduce, check the corresponding box to the right of the table. →

Customer Information

Page 3 of 3

Ordered By

Name:	Position/Title:	
Organization:	Tax ID:	
Department:		
Street Address:		
City:	Prov./State:	Postal/Zip Code:
Country:	Telephone:	
Fax:	E-mail Address:	

Billing Address (If different from "ordered by")

P.O./Reference Number: _____

Name:	Position/Title:	
Organization:	Tax ID:	
Department:		
Street Address:		
City:	Prov./State:	Postal/Zip Code:
Country:	Telephone:	
Fax:	E-mail Address:	

Shipping Address

same as "ordered by"

same as "billing address"

Name:	Position/Title:	
Organization:	Tax ID:	
Department:		
Street Address:		
City:	Prov./State:	Postal/Zip Code:
Country:	Telephone:	
Fax:	E-mail Address:	

IVEY PUBLISHING • IVEY MANAGEMENT SERVICES

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