

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Inquiry Form on Out-Of-Print Music

(Photocopy form as needed.)

Prepared by: Music Publishers' Association of the US, and National Music Publishers' Association, Inc. Modified by Central Virginia Community College for its use.

INQUIRY FORM ON OUT-OF-PRINT COPYRIGHTED MUSIC

INSTRUCTIONS

This form is to be prepared in duplicate. After completing the boxed section and signing both copies where indicated, forward them to the publisher who will complete the form and return it to you. If the publisher indicates a payment for the right you request, and if the conditions are agreeable to you, remit the amount to the publisher together with the original copy, signed by the publisher, whereupon the agreement will be completed.

CVCC faculty and staff must contact the Vice President of Financial and Administrative Services prior to completing this form.

To: _____ *(Name of Publisher)*

Address: _____

From: _____

Vice President for Finance and Administration
Central Virginia Community College
3506 Wards Road
Lynchburg, Virginia 24502
434- 832-7614 (phone) 434-386-4700 (fax)

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_____ (Arrangement)

_____ (Composer)

If it is in print:

Please indicate the price per copy here \$ _____

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At what price per copy? _____
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