

Thank you for your interest in the Environment Rating Scales. *Please submit* a formal request using the guidelines below. Be sure to include your mailing address, phone number, fax number and email address on all correspondence. You may submit your request electronically or via the post, but if there are extensive supporting materials (exceeding 20 printed pages), they must be provided in print form.

If your project or plan cannot be explained in the terms below, please submit a detailed proposal, and we will contact you for more information.

Identify the titles and specific content you are interested in utilizing:

- List title of each book and the book's ISBN.
- If only a portion of the book is to be used, list the *exact* pages and items to be included in the product or evaluation tool, as they appear in the publication. Be sure to identify *any* modifications you intend to make to the copyrighted material.

Identify your agency, company or organization and explain the requested use of our material:

- What is the name and address of the agency, company, school or organization with which you are affiliated?
 - Under which classification does it fall? (select one)
 - Public Library, Business, Institution/Organization, College/ University, Federal/ State/ Local Agency, or Individual
 - How many people does this entity employ?
- Is this a non-profit organization or a profit generating company?
 - What are your annual revenues?
 - What is your annual funding? If you are funded, what are your primary funding resources?
- Who are your customers/clients?
- Who will have access to the TCP copyrighted material?
- How does this agency, company, school or organization acquire customers?
- What is the name of your product/assessment system/evaluation mechanism?
- Provide a description of how the copyrighted material will be used within this product/assessment system/evaluation mechanism. Include samples of the copyrighted material in context, and provide a full explanation with handouts, a demo, and access to any proprietary software that includes the scales.
- In what formats will you provide our copyrighted material (print, web-based, network-based)?
List ALL, and provide screen shots, photocopies, or other samples.
 - Provide access to the software and/or any printed materials.
 - Explain exactly what do users/clients see and get.
 - Does the product utilize any kind of proprietary software?
 - Explain the security measures used to protect the copyrighted material.
- In what territory will the product/assessment system/evaluation mechanism be available (what state or region?) In which state (s) are the assessments are being done?
- What is the estimated retail price of your product/assessment system/evaluation mechanism? Explain your pricing structure.
- What are the anticipated dates of use?
- What are their sales projections, number of assessments, and anticipated usage for the desired license term?
 - How many users/assessors are there?
 - How many observations will be done?
- How will your customers/clients store their assessment data?
- Who will manage the assessment data?
- How will you issue reports and results to customers and clients? (Give sample)

Please include any other relevant information as well. Due to the volume of requests, please allow a minimum of four weeks for review of your proposal, during which time we may contact you for more information.