King Mongkut's University of Technology Thonburi

School of Architecture+Design Course Materials Preparation & Distribution Request Form

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SOA0044e

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** Please completes in BLOCK letters ** See document: SoAD0008e "Guideline for preparing course notes and course materials for more information

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| Staff full name | | Phone ext. | SoAD Number | | | | | |
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| Course code | Course Name | Semester/Year | | | | | | |
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Subject

I would like to request for preparation and distribution of the material for the course as follows:

INDIVIDUAL COPY

Course note materials:

- Number of pages
- Number of copies |___|__|
- This is a O whole course note O note for lecture on week |___| date |___|__|__|__|__|__|
- This note should be ready by date |__|_|_|_|_|_|

□ Hand-out/ Program sheets:

- Number of pages |___|__|
- Number of copies |___|__|
- This hand-out should be ready by date |__|_|_|_|_|_|_|_|__|

MASTER COPY

Place the master copy in the library

ELECTRONIC COPY

- □ Place the PDF on the MySoAD (intranet)
 - filename(s):_

Special Note:

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| ** for office uses ** | | | | | | | | | | |
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| Check list By | | D | ate |) | | | | | | |
| | Issue document number: C | | | | | | | | | |
| | Record information on database | | | | I | | I | | | |
| | Produce cover page and final master | | | | | | | | | |
| | Send for printing | | | | | | | | | |
| | Copies ready for distribution | | | | | | | | | |
| | Place in Library | | L | | | | | | | |
| | Place on the ArchiWeb | | | | | | | | | |
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