

The Education University of Hong Kong Library
Course Pack Proof Confirmation Form
(Scan Copies)

Attached please find a soft copy of a proof of your Course Pack (“dummy Course Pack”) for your confirmation. Please check carefully and confirm the following:

- (a) Your name(s) and your course title appear correctly on the front cover
- (b) All works contained on this proof are correct and in correct sequence

If you accept this proof, please complete and sign on the following form and return it to the Library. If amendments are needed, please mark on the proof and send the soft copy to the Library via e-mail.

Course Pack Production Team
Library

Enquiries:
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To: Mr Emil Li, Course Pack Production Team, Library

Course Code: _____

Course Title: _____

Name(s) of Professor(s)/Instructor(s): _____

Number of Students: _____

Number of Other Course Users (including all
instructors, visiting instructors, reviewers, etc.): _____

First Date of Class: _____

Please tick one:

- I/We confirm the contents of the proof.
- Amendments are required and are marked on the proof which is returned separately by e-mail.
I/We understand that additional charges will be incurred for amendments at this stage.

Signature: _____

Date: _____