**Case Order Form**

*Bestellformular*

Please always provide as much information as possible. The cost centre must be clarified in advance. The completed document can then be sent by e-mail to [library-berlin@escp.eu](mailto:library-berlin@escp.eu). You can enter several case studies in one form if it is for the same course.

Das ausgefüllte Dokument bitte per Mail an [library-berlin@escp.eu](mailto:library-berlin@escp.eu) senden. Sie können mehrere Case Studies in ein Formular eintragen, wenn es sich um den gleichen Kurs handelt.

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| --- | --- |
| Title / name of the case studies  (and author, if available)  *Titel / Name der Fallstudien* |  |
| Product number / Reference number  *Produktnummer/ Referenznummer* | e.g. 9-???-???  *z.B. 9-???-???* |
| Number of students  *Studentenanzahl* |  |
| Title / name of the course  *Titel / Name des Kurses* |  |
| Who is teaching the course?  *Wer unterrichtet den Kurs?* |  |
| Type of course (e.g. MIM)  *Art des Kurses (z.B. MIM)* |  |
| Cost centre of the course/  *Kostenstelle des Kurs* |  |
| Start date - end date: when should it be available for the students  *Startdatum – Enddatum: Nutzungszeitraum* |  |
| Teaching Note required for the case?  *Teaching Notes für die Fallstudien gewünscht?* |  |