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Tel.: ________________ Fax: ________________ E-mail: ________________

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Date: ________________

To: ______________________________________________________________________________________

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RIKEN Public Relations Office
Hirosawa 2-1, Wako, Saitama 351-0198, Japan
e-mail koho_temp@ml.riken.jp
RIKEN  Borrowing and Reproduction Request Form  

Example  

Date:  2022 / 2 / 15

Applicant
Name of person in charge (applicant):  Boris Korey
Company name:  Hill Pharmaceuticals
Section/Division:  Publications Office
Address:  Hill Building, 33 Xxxx Street, Xxxxx City, Xxxxx  Postcode:  000-0000
Tel.:  00-0000-0000  Fax:  00-0000-0000  E-mail:  xxxxx@xxxxx.co.jp

What material(s) do you want to reproduce or borrow?
Description of the materials:  photograph of Dr. Xxxxxxx (high-quality image)
Types of materials (circle the appropriate item or items)
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Why do you want to use these materials? State the document or publication in which you plan to use them, the purpose, and the period for which you want to use them.
Title of document:  A book we are publishing called Fifty Years of Hill Pharmaceuticals
Purpose of use:  Include photo of Dr. Xxxxxxx and describe his great contributions to our research
Period of use:  Publication is scheduled for March 2022 (see attached sheets for details)

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8. Return borrowed materials by the date on which they are due to be returned, or as soon as the work is finished. (Due date:  2022 / 3 / 31)
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Date:  2022 / 3 / 1

To:  Boris Korey

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A. Suzuki, RIKEN Public Relations Office
Hirosawa 2-1, Wako, Saitama 351-0198, Japan
e-mail koho_temp@ml.riken.jp

This part will be filled in by RIKEN, and the form will then be returned to you.