Order Form for Coursepacks

Course Pack Title: ____
Job Number: ____
INSTRUCTOR NAME: ____
COURSE NUMBER: ____
PHONE NUMBER: (office) ____ (home) ____
E-MAIL ADDRESS: ____

1. ☐ New pack for custom publishing?
   ☐ Revision of a previous pack: TITLE: ______
   ☐ Same pack as previous semester: TITLE: ______

2. ☐ Required for course
   ☐ Not required for course

3. _____ # of desk copies
   ☐ BIND SAME AS STUDENTS

4. ☐ Contains NO copyrights
   ☐ Contains copyright material

5. Printing:
   ☐ single sided
   ☐ double sided
   ☐ special instructions

6. Binding/packaging:
   ☐ coil
   ☐ binder
   ☐ shrink wrap
   ☐ 3-hole
   ☐ staple
   ☐ tape

7. Cover paper/color: ______
   ☐ cover provided
   ☐ needs cover
   ☐ laminate
   ☐ plastic cover

8. Pagination: ☐ Yes ☐ No

9. Table of Contents: ☐ Yes ☐ No

10. Inserts:
    Color #1 _____
    Notes: ______
    Color #2 _____
    Notes: ______
    Color #3 _____
    Notes: ______
    Color #4 _____
    Notes: ______

11. Professor qualifies original for production as is, IN THE ORDER PRESENTED: ______ (initials)

12. I agree to allow the University Store Custom Publishing Department to photocopy this material for this class with no limitations, and that neither I, nor an agent of the department represented in the course packet will place a copy of this course packet on reserve at the library. I further understand that the bookstore has a no-refund policy on all student-purchased course packets.

Signature: ______
Date: ______