## Course Packet Order Form

**COURSE** (ex: HIST 101)  
CROSS LISTED with  

**Instructor Contact:**  
- [ ] Instructor  
- [ ] Professor  
- [ ] Dr. (please select one)  
Name:  
Campus Address:  
Phone number:  
NetID:  

**Packet is:**  
- [ ] Required  
- [ ] Optional  
- [ ] Exactly the same as  
- [ ] CCN#  

**Class Info**  
Estimated enrollment:  
Pre-registration:  
Desk Copies Needed:  
Additional desk copies will be paid for by (1 free per 30 Sold):  
Dept. Charge #:  

**Format**  
- [ ] Single-sided  
- [ ] Double-sided  

**Binding**  
- [ ] 3-Hole  
- [ ] Tape Bound  
- [ ] Perfect Bound  
- [ ] Custom Cover (Instructor Provided)  

**Proof:**  
- [ ] No Proof Required  
- [ ] Digital Proof  

* Print Proof Avail Upon Request  

**Price approval prior to production?**  
- [ ] No  
- [ ] Yes * If yes, target price of packet:  

**Packs will be Print + Digital. Opt out of Digital?**  
- [ ] Yes  
- [ ] No  

**Special Instructions:**  

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- [ ] Original Work  
- [ ] Permission Required  
  # Letters  
  Date Sent  
  Prepared By: ___  
  Date to Print: ___  

**Desks Copies**  
- [ ] Date charged: ___  
- [ ] Total: ___  
- [ ] Sold LY Bks Req: ___  
- [ ] % ____  
- [ ] # requested: ____  
- [ ] Proof as DC ☐  
- [ ] ___________  
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**To Sell**  
- [ ] Desk Copies  
- [ ] Total To PRINT  
- [ ] Total Cost  
- [ ] Date Order Received: ___  

### @ =  
- [ ] # originals cost/image print cost per packet binding royalties pagination  
- [ ] Total Cost