

Course Packet Order Form

COURSE (ex: HIST 1010) : [ ]

cross-listed w/ [ ]

Instructor Information

[ ] Instructor [ ] Professor [ ] Dr.

Name: [ ]

Campus Address: [ ]

Phone number: [ ]

E-Mail: [ ]

Date needed:

[ ] 1st Day of Classes (Jan. 25)

Deadline is Dec. 4

Alt. Contact Person:

Name: [ ]

Phone: [ ]

Packet is: [ ] Required [ ] Optional | Title: [ ]

Class Info

Estimated enrollment: [ ]

Pre-registration: [ ]

Desk Copies Needed\*: [ ]

Reprint Process

[ ] Use Reprint Process

Underprint & then print on-demand using 48 hr. turnaround.

OR

(Save the trees!)

[ ] Print FULL enrollment

I agree to pay for leftovers; please charge this Account number:

[ ]

Articles Re-Use

Packet is: [ ] Exactly the same as [ ]

[ ] Some articles used in [ ] (Only submit new articles.)

Format

[ ] Single-sided (add .005 / pg.)

[ ] Double-sided

Binding

[ ] 3-hole Shrink-wrapped (\$0.50 ea.)

[ ] Tape Bind (\$1.75 ea.)

Pagination

[ ] No

[ ] Yes (\$10 spread over enrollment)

Special Instructions

SEE PROOF:

YES [ ] NO [ ]

Do you want to be contacted if packet price is greater than \$75.00? [ ] Yes [ ] No

\*Additional desk copies will be paid for by:

[ ] Dept. Charge #: [ ] OR [ ] Spreading cost into packet price

Office use only

Copyright

[ ] Original Work

[ ] Permission Required

# of letters [ ] Date sent [ ]

Sold LY [ ]

Bks Req: [ ]

Desks Delivered [ ] date [ ] initials [ ]

# Reused Articles [ ]

# NEW articles [ ]

[ ] + [ ] = [ ]
To Sell Desk Copies Total To PRINT

[ ] cites @\$.25 ea.

[ ] @ .0 = [ ] + [ ] + [ ] + [ ] + [ ] + [ ] = [ ]
#originals cost/image binding royalties \$10/## Desk copies

PACKET PREPARED BY [ ]

Color inserts

Cost per set

# get money back for your department!

It's easy to get a 1¢ per page rebate transferred back to your department (up to \$2 per packet). Just turn in your Spring 2010 course packet by Friday, Dec 4.

## **Dec 4 is the due date for first day of classes guarantee and the rebate offer.**

If you miss our deadline, please call to discuss a production date.

## Create a Course Packet in 4 easy steps

**1 Provide a complete Table of Contents.** Citations should follow this format:

### **BOOK**

Nash, Gary, "African Contact," from *White and Black*, (Cornell University Press, 1974)  
pp. 90-97 [8 of 367 pages] ISBN: 0-372-64832-8. *\*For Anthologies, please include acknowledgement page.*

### **JOURNAL**

Georgia, D., "The Increasing Costs", from *Economics Journal*, Vol. 44, #3 (Feb. 1993) pp. 52-77.

**2 Produce a clean master.**

Please make copies from original printed material to ensure high quality production.

**3 Fill out our form.**

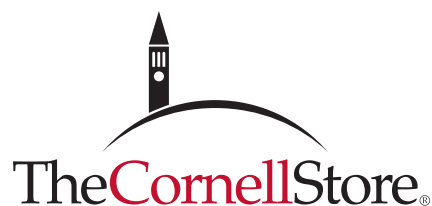
See reverse side, or complete it online at [store.cornell.edu/text/cpub/packetform.html](http://store.cornell.edu/text/cpub/packetform.html)

**4 Bring it in.**

Send it through Campus Mail, OR  
email [JSL10@cornell.edu](mailto:JSL10@cornell.edu) or call 255- 2932 for a pick-up.

\*Desk Copy Policy: Enrollment of 18-59 students = 1 free desk copy; 1 free desk copy for every 30 students above that. Additional desk copies can be paid for by department charge or by spreading the cost into the packet price.

*Additional course packet information can be found at [store.cornell.edu/text/cpub](http://store.cornell.edu/text/cpub)*



*Here to help you succeed*

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