Course Packet Order Form

**Course Packet Order Form**

**TERM:**

Date needed:

Course Title:

**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 #:

**Packet is:**
- [ ] Exactly the same as

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

**Binding**
- [ ] 3-Hole
- [ ] Tape Bound
- [ ] Coil Bound
- [ ] Perfect Bound

**Table of Contents**
- [ ] Yes

**Cover**
- [ ] Standard Color Cover
- [ ] Custom Cover (Instructor Provided)

** getPrice 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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Submit form: Email: custompub@cornell.edu, Fax: 254-4577, or drop off at The Cornell Store, 135 Ho Plaza

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- [ ] Permission Required

# Letters
- [ ] Date Sent

Prepared By: [__] Date to Print: [__]

**# Desk Copies charged:**

Date charged:

Total: ______

Sold LY

Bks Req: ______

% ______

**Proof as DC**

[ ]

**Desks Copies # requested:**

**Proof as DC**

[ ]

To Sell

Desk Copies

Total To PRINT

[ ]

Date Order Received: [__]

# originals = [__]

cost/image = [__]

+ binding = [__]

+ royalties = [__]

+ pagination = [__]

= [__]

= [__]

= [__]

Total Cost

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