



Course Packet Order Form

COURSE (ex: HIST 101)

TERM:

Date needed:

CROSS LISTED with

Course Title:

Instructor Contact:

Instructor Professor Dr. (please select one)

Name:

Campus Address:

Phone number:

NetID:

Alternate Contact:

Name:

Campus Address:

Phone number:

NetID:

Primary Contact? Yes No

Packet is: Required Exactly the same as _____
 Optional 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 #:

Reprint Process

Use Reprint Process

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

OR

Print FULL enrollment

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

Packet is: Exactly the same as _____

Some articles used in _____

(Only submit **new** articles, we store all previously used)

Format

Single-sided

Double-sided

Binding

3-Hole

Coil Bound

Tape Bound

Perfect Bound

Table of Contents

Yes

No

Cover

Standard Color Cover

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: _____

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: _____

% _____

Desks Copies

requested: _____

Proof as DC

+

Date Delivered _____

Initials _____

=

To Sell

Desk Copies

Total To PRINT

_____ @ _____ = _____ + _____ + _____ + _____ + _____ + _____ = _____
#originals cost/image print cost binding royalties pagination _____ Total Cost

Date Order Received: _____