



# Course Packet Order Form

**COURSE** (ex: HIST 101)

TERM:

CROSS LISTED with

Date needed:

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](mailto:custompub@cornell.edu), Fax: 254-4577, or drop off at The Cornell Store, 135 Ho Plaza

Visit <http://store.cornell.edu/t-custom-publishing.aspx> to submit electronically or for more info. on our services

**The Cornell Store is owned by Cornell University**

**OFFICIAL USE ONLY**

**Copyright**

☐ Original Work

☐ 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: \_\_\_\_\_