## UNIVERSITY GRAPHICS & PRINTING

### COURSE PACKET ORDER RELEASE FORM

<table>
<thead>
<tr>
<th>Course Name and # (ex: ENG 01)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor/Instructor</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>E-mail Address</td>
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<tr>
<td>Charge to Budget</td>
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<tr>
<td>Date and initials</td>
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</tbody>
</table>

**I have read and understand the following:** Unless a budget number is given, UG&P determines quantity printed. All packets will be sold through the university bookstore and an appropriate markup will apply unless otherwise arranged.

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**Signature**

**Ship to:**
- [ ] Bookstore
- [ ] Dept.

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### COPYRIGHT NOTES

Permissions done [ ] Call me w/copyright estimate [ ] Reserve copy [ ] Yes

**TOTAL FEES**

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### PRODUCTION

Quantity [ ] + instructor copy [ ] + reserve copy [ ] = [ ]

- One sided only
- Two sided

Cover Stock [ ] Operator’s Choice [ ] Dividers [ ]

Binding:
- Fastback
- Spiral
- Staple
- 3 Hole Drill
- Brads/Washers [ ]
- MRCs needed [ ]

*Fastback black unless otherwise specified.*

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### DOCUTECH INFORMATION

- Number pages: Yes [ ] No [ ]
- Date scanned [ ]
- Tape # [ ]

**Proof Needed** [ ] Yes

**Proof OK** [ ]

**Quantity and Date of Run(s):**

**Edit time and/or notes:**

**Special Instructions:**