

# University Graphics & Printing

## COURSE PACKET ORDER RELEASE FORM

Course Name and # (ex: ENG 01) \_\_\_\_\_

Professor/Instructor \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Charge to Budget  -  -

*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.*

\_\_\_\_\_  
signature

Ship to:  Bookstore  Dept. \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE**

### COPYRIGHT NOTES

Permissions done \_\_\_\_\_ Call me w/copyright estimate  Reserve copy  Yes  
(date and initials)

TOTAL FEES \_\_\_\_\_

### PRODUCTION

Quantity \_\_\_\_\_ + instructor copy \_\_\_\_\_ + reserve copy \_\_\_\_\_ = \_\_\_\_\_  
Total

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.*

### DOCUTECH INFORMATION

Number pages? Yes \_\_\_\_\_ No \_\_\_\_\_

Proof Needed  Yes

Date scanned \_\_\_\_\_ Tape # \_\_\_\_\_

Proof OK

Quantity and Date of Run(s):

Edit time and/or notes:

Special Instructions:

Binder

Price

Professor/Instructor

Course Name and #

