

COURSE PACK ORDER FORM

DATE: _____

TEACHER'S NAME: _____

COURSE NO. & SECTIONS: _____

TITLE OF MANUAL: _____

QTY: _____ ISBN: _____

REVISED: YES/NEW _____ NO _____

TEACHER COPY: YES _____ (how many)

HANDOUTS: YES _____ (how many sheets/student) REQ. # _____

PRINTING INSTRUCTIONS

ONE SIDED _____ BACK TO BACK _____

NUMBERING _____ TABS _____ STAPLING 1 _____ 2 _____ 3 _____

PAPER COLOR: WHITE OTHER: _____

COVER (color): _____

COLOR COPIES: _____ (please list colored pages)

SQUARE FOLD _____ OVER 190 pgs. / INDICATE SEPARATION _____

3-HOLE PUNCH _____ SHRINK WRAP _____ COIL _____

SPECIAL INSTRUCTIONS: