

# University of Oregon Printing Services Course Packet Order Form

*Gray areas for Printing Services use only.*

Order taken by  Term  File Number

**Instructor MUST fill out information in the box below:**

Date Ordered: \_\_\_\_\_ Date needed at the Bookstore: \_\_\_\_\_

Does packet contain copyrighted material?  Yes  No

Instructor: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course Number: \_\_\_\_\_ CRN: \_\_\_\_\_

Course Title: \_\_\_\_\_

Enrollment: \_\_\_\_\_ Material is:  Required  
 Optional

Will packet be on library reserve? No  Yes

Do you need instructor / GTF copies? No  Yes  How many? \_\_\_\_\_

Sent: \_\_\_\_\_

Instructor copies paid for by:  Department  Instructor  Prorated into the price of the packet  
Index Code: \_\_\_\_\_

Format:  Single Sided  Double Sided Add Page Numbers:  Yes  No

Binding:  Staple (Limit of 60 sheets)  3-Hole Drill  Plastic Wrap  
 Comb Bind  Tape Bind  Plastic Coil Bind

Special Instructions:

Programming Notes:

Tray - 1 \_\_\_\_\_  
Tray - 2 \_\_\_\_\_  
Tray - 3 \_\_\_\_\_  
Tray - 4 \_\_\_\_\_  
Tray - 5 \_\_\_\_\_

*Write number of packets printed in top box.  
Initial and date the bottom area.*


Number of Originals \_\_\_\_\_  
Dividers \_\_\_\_\_  
Color Copies \_\_\_\_\_  
Permission Fees \_\_\_\_\_  
Book store cost \_\_\_\_\_  
Mark up \_\_\_\_\_  
Total Price \_\_\_\_\_

PERMISSIONS COMPLETE  \_\_\_\_\_  
CITATIONS ON  \_\_\_\_\_  
CUT & PASTE  \_\_\_\_\_  
PAGE COUNT  \_\_\_\_\_