

PACKET ORDER FORM

Winter |
 Spring |
 Summer |
 Fall |
 Year: _____

TODAY'S DATE: _____ DATE OF FIRST CLASS: _____

INSTRUCTOR: (LAST) _____ (FIRST) _____

ADDITIONAL INSTRUCTORS: _____

COURSE #: _____ CRN #: _____ SEC #: _____

COURSE NAME: _____

PACKET IS: Required Optional Posted online CLASS ENROLLMENT: _____

NUMBER OF INSTRUCTOR PACKETS REQUESTED: _____ (Max. 2) SYLLABUS ATTACHED

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- Copyright clearance
- Master creation (from books or serials)
- Table of contents & pagination
- Recycled paper

BINDING

- Comb binding
- Staple upper left
- Three-hole punch
- Booklet
- Tape Binding (Bookstore Only)

LAYOUT

- Single-sided
- Double-sided
- Right-hand start

SPECIAL INSTRUCTIONS:

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We must be able to contact you. Please fill out the information below.

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