

Marketing and Publication Services Course Reader Request Form

Customer Number Reader Job No.

Request date Need by date Class Enrollment

Course No. Course Name

Instructor Name Phone Work Other

Office Location Email

Department Dept. Location

How did you hear about us?

No. copies Instructor Copy (Qty)

Prepress Proof Required Yes No
(will extend production time by 4–5 days)

Shifting/Manipulation Required (will extend production time). If not checked, material will be duplicated "as is."

Duplication

- 1-sided
- 2-sided
- Varies

Cover

- None
 - Front
 - Back
- Color
- Type (front)
- (back)

Binding

- None
- Corner stitch
- Saddle stitch
- Side stitch
- Coil (spiral)
- GBC (comb)
- Tape
- Pad
- Perfect

Finishing

- 3-hole punch
- Laminate
- Collate
- Shrinkwrap
- Score

Special Handling

Notes

PHOTOCOPYING RELEASE

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This institution reserved the right to refuse to accept a copying order if, in it's judgement, fulfillment of the order would involve violation of copyright law.

Your signature below affirms that all of the following statements apply to this photocopying job.

1. You have selected the materials to be photocopied.
2. These materials are being used for the course specified above.
3. The materials are for the use of students in this course and not for the general public or any other course.
4. The number of copies being requested equals no more than one copy per student in the course.
5. The purchase price of the materials is based solely on the number of pages copied.
6. You would not have required the students to purchase the entire work(s) from which these materials are excerpted.
7. The materials are not central to the course or lengthy enough to justify the purchase of the entire work(s).
8. The service provided by this facility is more efficient and economical than photocopying the materials by you or your students.

Signature

Date

MaPS Use Only

Initial Print Total Print No. Sold

Received by

Sell price

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