

Course Packet Order Form

COURSE (ex: HIST 101) : cross-listed w/ Date needed: **Instructor Information** Instructor Professor Dr.Name: Campus Address: Phone number: E-Mail: **Alt. Contact Person:**Name: Phone: Packet is: Required OptionalTitle: **Class Info**Estimated enrollment: Pre-registration: Desk Copies Needed*: **Reprint Process** Use Reprint Process

Underprint & then print on-demand using 48 hr. turnaround.

OR

(Save the trees!)

 Print FULL enrollmentI agree to **pay for leftovers**; please charge this Account number:**Articles Re-Use**Packet is: Exactly the same as Some articles used in
(Only submit **new** articles.)**Format** Single-sided (add .005 / pg.) Double-sided**Binding** 3-hole Shrink-wrapped (\$0.50 ea.) Tape Bind (\$1.75 ea.)**Pagination** No Yes (\$10 spread over enrollment)**Special Instructions**

SEE PROOF:

YES NO Do you want to be contacted if packet price is greater than \$75.00? Yes No

*Additional desk copies will be paid for by:

 Dept. Charge #: **OR** Spreading cost into packet price**Office use only****Copyright** Original Work Permission Required# of letters Date sent Re-use?Sold LY Bks Req: PROOF NO Proof **Desks**

Delivered

date initials # Reused Articles # NEW articles

_____ cites

@\$2.50 ea.

To Sell

Desk Copies

Total To PRINT

@ .0

#originals cost/image

binding

royalties

\$10/##

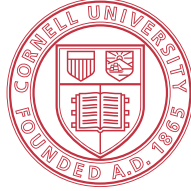
Color inserts

Desk

copies

Cost per set

PACKET PREPARED BY



Cornell University
The Cornell Store

3 Easy Steps to create a Course Packet ...

1

Provide a complete Table of Contents:

(Citations should look like this):

BOOK:

Nash, Gary, "African Contact," from White and Black, (Cornell University Press, 1974)
pp. 90-97 [8 of 367 pages] ISBN: 0-372-64832-8

(For Anthologies, please include acknowledgement page!)

JOURNAL:

Georgia, D., "The Increasing Costs", from Economics Journal, Vol. 44, #3 (Feb. 1993) pp. 52-77

2

Produce a clean master:

Please make copies from original printed material for best quality!

3

Fill out our form (see back)

or you can do it online at: <http://www.store.cornell.edu/text/cpub/packetform.html>

Bring it in: Send it through Campus Mail, OR
email JSL10@cornell.edu or call 255- 2932 for a pick-up !

*Desk Copy Policy: Enrollment of 17-59 students = 1 free desk copy; 1 free desk copy for every 30 students above that. Additional desk copies can be paid for by department charge or by spreading the cost into the packet price.

<http://www.store.cornell.edu/text/cpub/>