COURSE PACKET FOR SALE IN BOOKSTORE
Approval and Duplicating Order Form

Instructor:_______________________________________________________ Phone:___________________
Division:_______________________________________________________ Date:_____________________
Course Name and Number:____________________________________________________________________
Course Packet Title: ________________________________________________________________________
Course Packet Author:_______________________________________________________________________

Edition:  Reprint:_________  New:_________  Revised:_________  Date Revised:_________

**If Revised, can on-hand Bookstore stock be used?**  Yes:_______  No:_______
*Using previous on-hand packets will save on cost.*

All order forms and course packets **MUST be submitted to Duplicating** by the following dates:
(If these deadlines are not met, completion cannot be guaranteed by the first day of class).

<table>
<thead>
<tr>
<th>Date Due:</th>
<th>Semester and Quantity Projections:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer - April 1st</td>
<td>* Summer  20 _____ copies _________</td>
</tr>
<tr>
<td>Fall - May 15th</td>
<td>* Fall  20 _____ copies _________</td>
</tr>
<tr>
<td>Spring - November 1st</td>
<td>* Spring 20 _____ copies _________</td>
</tr>
</tbody>
</table>

*Please select Only One semester per order form. A new order form Must be submitted for each semester.*

Approval on New or Revised Editions: (Signature Required)  
(See reverse side for Copyright Information)
Instructor/Author/Copyright Clearance: ______________________________________________________

Binding: (All course packets are 3-hole punched unless otherwise specified).
Color Preference for front and back covers _____________________________________________________
One staple in corner______  2 staples on side with heavy cover______  Spiral Bound______

Desk Copies: Number of desk copies needed _____________________________________________________

FOR BOOKSTORE USE ONLY

<table>
<thead>
<tr>
<th>On-hand Inventory</th>
<th>Qty: _______ Date: ________________ By: (initial) ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Order</td>
<td>Qty: _______ Date: ______________</td>
</tr>
</tbody>
</table>

Textbook Supervisor: ________________________
Comments: __________________________________
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6. Whether or not the material is to be sold
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