



PACKET REQUEST

(Class packets for sale to students)

Please submit requests at least 72 hours before sale start date

Name: _____ Date: _____

Dept. or Course: _____

Title of Packet: _____

Sales Start Date: _____ Sales End Date: _____

◀ ALL WORK WILL BE BACK-TO-BACK UNLESS MARKED

To minimize waste, please answer the following:

Number of students in class: _____

80% of student count will be made, when sold out student can purchase packet for copying to be done with in 24 hours.

Is packet available on the Web: Yes No (Circle one)

If yes, 50% of student count will be made, when sold out student can purchase packet for copying to be done with in 24 hours.

All remaining packets will be returned to faculty after sales end date.

Special Instructions:

For Support Services Use Only

Pricing:

Original and Additional copy history

Original Pages: _____ Date: _____ # of copies: _____

x 11 cents: _____ Date: _____ # of copies: _____

+ Copyright: _____ Date: _____ # of copies: _____

+ Binding: _____ Date: _____ # of copies: _____

+ Salary Fee _____ Date: _____ # of copies: _____

+ Admin Fee _____ Date: _____ # of copies: _____

Packet Cost: _____ Date: _____ # of copies: _____

Requirements

Single-Sided

Paperclip

Rubberband

Staple

3-hole paper

Binding

Covers:

White

Ivory

Green

Blue

Yellow

Comb Color:

Black

Navy

Proof Copy Before Duplication

Initial: _____

Copy completed By:

Initial: _____