

# GRADE A NOTES

## Coursepack Order Form

Complete and Fax to 614-299-4222

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Materials provided today
- Contact me to arrange pick up for materials
- Bibliography only, materials expected by \_\_\_\_/\_\_\_\_/\_\_\_\_

**OSU** COLUMBUS   
  **OU** ATHENS   
  **UM** ANN ARBOR   
  **Other**

(Specify) \_\_\_\_\_

Have you used us for your coursepacks before?

- Yes     Exact Repeat of \_\_\_\_\_ (Term)     No, it's different
- No, (How did you hear about us?) \_\_\_\_\_

Course Dept. and Number (ex: English 210) \_\_\_\_\_

Additional information for cover (ex: Intro to Modern Poetry) \_\_\_\_\_

Instructor (LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_

Office Location (Building Name, then Room #) \_\_\_\_\_ Office Phone \_\_\_\_\_ Mailbox Location (Building Name, then Room #) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Home Phone (in case we have questions in the evening) \_\_\_\_\_

First Class Meets: M T W R F S Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Coursepack ready for purchase: M T W R F S Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Packets should be sold at:  Grade A Notes     Online \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (dates to be listed online)     Bookstore \_\_\_\_\_ (name)

I would like a Professor Deskcopy:  No     Yes # \_\_\_\_\_ Deskcopy delivered by: M T W R F S Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Deliver Deskcopy To:  To Office Location     To Mailbox Location     Other \_\_\_\_\_

Is there copyrighted information?:  No     Yes (please attach copyright information)    If cost of coursepack exceeds \$ \_\_\_\_\_ contact Professor before production.

Originals provided:  single-sided     double-sided     mixed     books # \_\_\_\_\_     email     other \_\_\_\_\_

Produce packet in order of:  Originals     Reading List     Other (Specify in special instructions) \_\_\_\_\_

Paper selection:  20# white     3hole-punched     Other \_\_\_\_\_

Print coursepack:  single-sided     double-sided     mixed/as is \_\_\_\_\_

Binding selection:  Heat Tape     Shrinkwrap     Staple     3-ring     \_\_\_\_\_

Covers:  Standard     Other (Specify) \_\_\_\_\_

Divider Sheets:  No     Yes (Specify) \_\_\_\_\_

Page Numbering:  YES! see below     No, existing numbers only

First page to be numbered: \_\_\_\_\_ Start with #: \_\_\_\_\_

Typesetting Required:  No     Yes

**Estimated Enrollment**

Is coursepack required reading:  
 Yes     No

**OFFICE USE ONLY**

PLU \_\_\_\_\_

Term \_\_\_\_\_

Price \_\_\_\_\_

Promo \_\_\_\_\_

### Special Instructions