

Professor Publishing Course Reader Order Form

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- Course Readers
- Lab Manuals
- Lecture Notes
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- Exams
- Quizzes
- Syllabi
- Handouts

Course ID _____

Instructor(s) Names _____

Academic Term Quarter _____ Year _____

Contact Info	<i>(If changed, or for first time orderers)</i>
Email	_____
Mailstop	_____
Phone Number	_____

Estimated Enrollment Minimum ____ Maximum ____

Required to Purchase Yes No

Available Online Yes No

Does your reader require Copyright Clearance Yes No

Instructional Copies Instructor ____ TA ____ Library _____

Cover Options Cover Supplied 1st Color Choice _____ 2nd Color Choice _____

Slipsheets Yes 1st Color Choice _____ 2nd Color Choice _____

Binding Options This Comb Tape 3 Hole Punch

reader is the same or similar to my _____ reader from _____, _____
(Course ID) (Quarter) (Year)

(If similar, please explain) _____

Update Notifications Yes, I would like email updates about the status of my reader ____

Special Instructions _____

All course readers are processed on a first come first serve basis. Readers submitted by the suggested submission dates are guaranteed to be available by the first day of instruction. All course readers are scanned, digitally cleaned and paginated at no additional cost and are printed double sided and comb bound with a cardstock cover unless otherwise noted. Instructor, TA and Library reserve copies are provided as requested at the time of order. Unless otherwise requested, all course readers are made available to students at the Bay Tree Bookstore. Print quantities are at the discretion of the Bay Tree Bookstore, based on order histories, enrollment and demand.

Signature of Approval _____ Date _____

Print Name _____ Faculty Staff TA