

PRINTED PROJECT WORK ORDER
TO BE SOLD IN THE BOOKSTORE

Note: A purchase requisition for all printed projects must be submitted to the Bookstore prior to submitting this book order to duplicating.

Semester: **FALL** **SPRING** **SUMMER** **YEAR:** _____

PP will be available through: Textbook Depot Textbook Depot & D2L

Name _____ **Date Submitted** _____

Subject _____ **Course Number** _____ **Section(s)** _____

Remember copyright restrictions include:

- Copying of "consumable works," including workbooks, standardized tests, test booklets, answer sheets, etc.
- Copying of works to replace or substitute for anthologies, compilation or collective works.
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- Charging students for copies beyond the actual cost of the copying. taken from *Staff Guide*

- I have reviewed the college's guidelines on copyrighted materials and determined that this request exceeds those guidelines and needs permission from the copyrighted owner prior to reproduction.
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Instructor's Signature

Type of work: _____

Title: _____

Author/Publisher: _____

Copyright date: _____

Approximate total length of work: _____

Printing Instructions

- Has this identical project been used before? Yes ___ No ___
- If yes, can we use leftover packets? Yes ___ No ___
- Do covers need changing? Yes ___ No ___
- What color was previous cover? _____

Please submit your original document in good condition (no staples, loose papers, etc.) Please number the pages in your originals.

Type of Finishing:

Color of paper:

- ___ White
- ___ Blue
- ___ Green
- ___ Pink
- ___ Goldenrod
- ___ Yellow
- ___ Salmon
- ___ Grey
- ___ Ivory

- ___ Purple

Cardstock Cover:

- ___ White
- ___ Blue
- ___ Green
- ___ Pink
- ___ Yellow
- ___ Salmon
- ___ Buff

- ___ Back to Back
- ___ Not back to back
- Staple ___ Upper left corner
- ___ 2 staples along left edge
- ___ 3 hole punch
- ___ Bag in plastic

Do Not Fill in Below. For Duplicating Only

Number of copies needed _____

Number of originals _____