



ACADEMIC PACKET ORDER FORM

PACKET #

date: _____

order taker: _____

CUSTOMER INFO:

1. Professor / Customer Name: _____
2. Course Title: _____
3. Office: _____ Phone #: _____ Email: _____
4. Number of Students Enrolled: _____ 75% of Enrolled: _____
5. Number of Professor / TA Copies: _____
6. How did you find out about CD&C?
cd+c co-manager flyer student professor recommendation returning customer
Other _____

BASIC INSTRUCTIONS

6. Numbering: Machine Numbered (we will provide a table of contents!) No Page Numbering
7. Copying: Single Sided Double Sided
8. Binding: Strip Binding (All packets less than 1.25" thick) Comb Binding (All packets greater than 1.25")
Stapled Binder
9. Front Cover: CD+C Designed Cover Customer Provided Cover
10. Inserts: Add Inserts No Inserts

Paper Type: _____ Paper Color: _____

Insert Page Numbers: _____

SPECIAL INSTRUCTIONS:

Please Note: This order form is referred to by the CD+C Customer Service Agreement and is bound by its terms.

How long would you like to allow for your copyrighten articles to clear?
Keep in mind, your packet can not be produced until all copyright is clear. _____

How often would you like updates on the status of your packet? _____

Original Material Option

The customer may indicate that the material contained in their packet is wholly original. By signing below, the customer certifies that he or she owns the copyright to such material, has the permission of the rightsholder to reproduce the material, or there is no copyright on the material. CD+C will not be held liable in any way for errors made in this regard.

X _____ Date: _____

Customer Service and Copyright Agreements

By signing below, the customer affirms that they have read and agree to all terms of the CD+C customer service and copyright agreements.

X _____ Date: _____

Packet Proof Sign Off

By signing below, the customer affirms that they have seen and approved a proof of their packet master before printing or have waived their right to do so.

X _____ Date: _____

PACKET PRICING:

Number of Pages: _____ X price per page: _____ = \$ _____

Number of Inserts: _____ X price per insert: _____ = \$ _____

Master Work (\$10/hour * hours of master work / 75% of students) = \$ _____

Binding Price (\$2.50 for strip or comb binding, \$2.00 for binders) = \$ _____

Cover Price (\$1.50 for color cardstock front and back covers) = + \$ _____

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TOTAL BEFORE COPYRIGHT= \$ _____

Copyright (copyright total from CCC webpage / 75% of students) = + \$ _____

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Total per Packet (before Prof./TA copies) = \$ _____

Professor copy price ((total Prof. copies * price) / 75% of students) = + \$ _____

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GRAND TOTAL PACKET PRICE = \$ _____
(round to the nearest quarter)

Priced by: _____