



Phone: (480) 556-0135  
 Toll Free: (800) 828-2898  
 Fax: (480) 452-1473  
 www.custompublisher.com

## Coursepack Order Form

OFFICE USE ONLY

Bin# \_\_\_\_\_

Text ID #: \_\_\_\_\_

ISBN: 1-59159- \_\_\_\_\_

**PRICE ESTIMATE:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Order Date: \_\_\_\_\_

Instructor/ Name On Title Page: \_\_\_\_\_  
*(If different than Contact )*

Term Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

*Date Needed:* \_\_\_\_\_  
*(If different from Term Date)*

Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_ Campus: \_\_\_\_\_

Course # : \_\_\_\_\_

Course Name/Coursepack Title: \_\_\_\_\_

<input type="checkbox"/> Author Material Only <input type="checkbox"/> Copyright Permission Required <input type="checkbox"/> Out Of Print Book <input type="checkbox"/> Author Royalty Required *  * Royalty Per Book \$ _____  *SS# _____ - _____ - _____  *Address _____  _____  <small>*Please check your institution's policy on professor royalties. Premium Source Publishing will not be held liable for violations of any such policy(s).</small>	<p><b>COVER</b></p> Standard <input type="checkbox"/> <i>Premium Source Cover</i> Custom <input type="checkbox"/> <i>Your design on cover stock</i> <b>Title Page or Custom Cover Color</b> _____  <p><b>BINDING</b></p> <input type="checkbox"/> 3 Hole Drilled & Shrink Wrapped <input type="checkbox"/> Coil Bind Other _____  <p><b>COPY STYLE</b></p> <input type="checkbox"/> Copy 1 Sided <input type="checkbox"/> Copy 2 Sided	<input type="checkbox"/> Submitting camera-ready copy set <input type="checkbox"/> Pre-press Services Required <i>If Pre-press service is required, number of original texts submitted: _____</i>  <p><b>Total Impressions(Pgs):</b> _____</p> <p><b>Expected Enrolment:</b> _____  <small>(Actual quantity determined by Bookstore P.O.)</small></p> <p><b>Instructor Copies Required:</b> _____  <small>(1 free per 50 texts ordered, with the balance absorbed into the selling price)</small></p>
---	---	---

*(If nothing is indicated, the choices of 1 sided copies, standard cover, white title page, and 3 Hole Drilled Binding will be used.)*

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I request that Premium Source Publishing produce the above outlined coursepack for the above referenced course. This coursepack will be REQUIRED for the students enrolled in this course and is intended for educational purposes. I have listed ALL copyrighted materials on the attached page(s) that will be reproduced for this coursepack and all additional material not listed is my original composition. The list of copyrighted materials truly and accurately identifies the copyright source(s) of ALL copyrighted materials which are to be reproduced for this coursepack. I also understand that Premium Source Publishing will contact me in the event that the final price is greater than the estimation or all requested copyright material is not cleared. At that time I will have the option of omitting or substituting material. **In the event the final price is equal to or less than the price estimate, I authorize Premium Source Publishing to produce this coursepack.** I understand that though I retain the ownership rights to my material, this is a renewable, exclusive order for the publishing of this material and I agree not to allow any other company to publish and distribute the material submitted unless I notify Premium Source Publishing in writing within 30 days prior to the start of an academic term. I will defend and indemnify Premium Source Publishing against any liability, if any of the foregoing information is inaccurate or incorrect.

Instructor (Agent) \_\_\_\_\_ DATE \_\_\_\_\_

**THIS FORM IS FOR PREVIOUSLY PUBLISHED MATERIAL REQUIRING COPYRIGHT CLEARANCE**

Incomplete information could delay processing. Copy as needed.

1 **PUBLICATION TITLE:** \_\_\_\_\_  
*Web Address (If applicable):* \_\_\_\_\_  
Article Name: \_\_\_\_\_ Vol. /# (Journals Only): \_\_\_\_\_  
**AUTHOR:** \_\_\_\_\_ **COPYRIGHT YEAR:** \_\_\_\_\_  
**PUBLISHER/COPYRIGHT OWNER:** \_\_\_\_\_  
**PAGE RANGE** \_\_\_\_\_ **Total Pages:** \_\_\_\_\_ **ISBN/ISSN:** \_\_\_\_\_

2 **PUBLICATION TITLE:** \_\_\_\_\_  
*Web Address (If applicable):* \_\_\_\_\_  
Article Name: \_\_\_\_\_ Vol. /# (Journals Only): \_\_\_\_\_  
**AUTHOR:** \_\_\_\_\_ **COPYRIGHT YEAR:** \_\_\_\_\_  
**PUBLISHER/COPYRIGHT OWNER:** \_\_\_\_\_  
**PAGE RANGE** \_\_\_\_\_ **Total Pages:** \_\_\_\_\_ **ISBN/ISSN:** \_\_\_\_\_

3 **PUBLICATION TITLE:** \_\_\_\_\_  
*Web Address (If applicable):* \_\_\_\_\_  
Article Name: \_\_\_\_\_ Vol. /# (Journals Only): \_\_\_\_\_  
**AUTHOR:** \_\_\_\_\_ **COPYRIGHT YEAR:** \_\_\_\_\_  
**PUBLISHER/COPYRIGHT OWNER:** \_\_\_\_\_  
**PAGE RANGE** \_\_\_\_\_ **Total Pages:** \_\_\_\_\_ **ISBN/ISSN:** \_\_\_\_\_

4 **PUBLICATION TITLE:** \_\_\_\_\_  
*Web Address (If applicable):* \_\_\_\_\_  
Article Name: \_\_\_\_\_ Vol. /# (Journals Only): \_\_\_\_\_  
**AUTHOR:** \_\_\_\_\_ **COPYRIGHT YEAR:** \_\_\_\_\_  
**PUBLISHER/COPYRIGHT OWNER:** \_\_\_\_\_  
**PAGE RANGE** \_\_\_\_\_ **Total Pages:** \_\_\_\_\_ **ISBN/ISSN:** \_\_\_\_\_

5 **PUBLICATION TITLE:** \_\_\_\_\_  
*Web Address (If applicable):* \_\_\_\_\_  
Article Name: \_\_\_\_\_ Vol. /# (Journals Only): \_\_\_\_\_  
**AUTHOR:** \_\_\_\_\_ **COPYRIGHT YEAR:** \_\_\_\_\_  
**PUBLISHER/COPYRIGHT OWNER:** \_\_\_\_\_  
**PAGE RANGE** \_\_\_\_\_ **Total Pages:** \_\_\_\_\_ **ISBN/ISSN:** \_\_\_\_\_

6 **PUBLICATION TITLE:** \_\_\_\_\_  
*Web Address (If applicable):* \_\_\_\_\_  
Article Name: \_\_\_\_\_ Vol. /# (Journals Only): \_\_\_\_\_  
**AUTHOR:** \_\_\_\_\_ **COPYRIGHT YEAR:** \_\_\_\_\_  
**PUBLISHER/COPYRIGHT OWNER:** \_\_\_\_\_  
**PAGE RANGE** \_\_\_\_\_ **Total Pages:** \_\_\_\_\_ **ISBN/ISSN:** \_\_\_\_\_