Course Pack Order Form

For Status on Copyright Clearance
after course pack has been submitted:
Beth Bryant, Printing Services
Telephone: 231-3646

Copyrighted Material Due:
Non-copyrighted Material Due:

Important Information:
• Produce your original copy.
• Complete this short form.
• If your course pack contains copyrighted material: Complete a typed bibliography that includes the following information: Title, chapter or sub-title, ISBN number (if applicable), publisher, author or editor, copyright year, and specific page numbers.
Copyright approval is obtained for a one time use for the specified semester for the amount of the estimated enrollment you have designated below. Any changes in enrollment after the original submission approvals will require resubmission for approvals and an additional fee of $25.00. Copyright requests can be cancelled up to 48 hours after original approval. Cancellations requested after 48 hours will incur a $25.00 fee.
• Bring your original copy and this form to the following Printing Services locations:
  1425 S Main St, 231-6831, dpc2@exchange.vt.edu / printing@vt.edu
• The quality of your course pack depends on the quality of the original we receive from you.
• It is possible to use material from out-of-print and out-of-stock books.
• We will accept course packs later than the due dates and do everything we can to have them ready for the first day of class. However, if the course pack has copyrighted material, our production rate depends heavily on how quickly the publishers respond to permission requests.
• Students taking classes at locations other than the Blacksburg campus must order course packs through the University Bookstore.

We appreciate your business and look forward to working with you.

• Instructor ________________________________________________________________________
• Date ____________________________________________________________________________
• Email __________________________________________________________________________
• Office Address _____________________________________________________________________
• Mail Code _________________________________________________________________________

• Office Phone Number __________________________________________________________________
• Dept. and Course Number __________________________________________________________________
• Course Reference Number __________________________________________________________________
• Pack Title ____________________________________________________________________________

• Instructor ________________________________________________________________________

BINDING OPTIONS:
□ Rubber band and three-hole punch
□ Rubber band only
□ Coil Bind
□ Corner or Side Staple

Pack is: □ Required or □ Optional

Office Use Only

U.B. Order Quantity __________
T.B. Order Quantity __________
□ 1425 S Main St
Number of Copies/Pack __________
ISBN __________
Printing $ __________
Royalties $ __________
Total $ __________