

# B R O N C O copy 'n mail

Incoming	
Date	_____
Time	_____

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## INSTRUCTOR ORDER FORM

Quarterly: \_\_\_\_\_  
(Spring, Summer, Fall, Winter)

Packet # \_\_\_\_\_

Course Dept. & Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course Name: \_\_\_\_\_

Phone Number & Ext.: \_\_\_\_\_

Building: \_\_\_\_\_ Rm. #: \_\_\_\_\_

# of Students Enrolled?: \_\_\_\_\_

Reserve or Library?  Yes  No

Expected # of Students that will purchase? \_\_\_\_\_  
(Pre-Run)

Material:  Required  Optional

Copies Run For Professor? \_\_\_\_\_

Date Required: \_\_\_\_\_

The materials to be copied, as identified above, are for classroom use of no more than one copy per student and constitutes only a small portion of the entire work, and are to be used solely for non-profit, non-commercial educational purposes in teaching activities. If such copies were not available, I would not require students to purchase the work.

**COPYRIGHT PERMISSION REQUIRED?:**  Yes  No

\_\_\_\_\_  
Instructor's Signature

### BEFORE INSTRUCTOR LEAVES

Instructor wants original returned at end of quarter Yes  No

What to do with course material at end of the quarter? (check one) Campus Mail  Will Pick Up  Keep at Center

### COPYING INSTRUCTIONS

Single-Sided  Double Sided  Original 2-Sided

Cover Color \_\_\_\_\_

**Special Copying & Binding Instructions** (if any):

# of pages in original: \_\_\_\_\_

Master Created:  Yes  No Date: \_\_\_\_\_

Instructor's Copy Run:  Yes  No Date: \_\_\_\_\_

### PRICE PER PACKET

Copies \_\_\_\_\_ Binding \_\_\_\_\_ Misc. \_\_\_\_\_

Misc. \_\_\_\_\_ Copyright \_\_\_\_\_ **Price** \_\_\_\_\_

**Tax** \_\_\_\_\_

**Total** \_\_\_\_\_

### BINDING INSTRUCTIONS

Spiral \_\_\_\_\_ Velo \_\_\_\_\_

3-Hole \_\_\_\_\_ Staple \_\_\_\_\_ Rubberband \_\_\_\_\_

### COPYRIGHT

Original Work  Fair Use  Permission Required

Permission Granted:  Yes  No Date: \_\_\_\_\_

**Special Instructions** (if any):

### ADDITIONAL COPIES

Date						
# Run						
Initial						