



## University Readers

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# COURSE PACKET ORDER FORM

### Contact Information

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

EVENING PHONE \_\_\_\_\_

MAILING ADDRESS  Preferred mailing address

ALT. MAILING ADDRESS  Preferred mailing address

\_\_\_\_\_

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\_\_\_\_\_

ALTERNATE CONTACT \_\_\_\_\_

ALT. CONTACT EMAIL/PHONE \_\_\_\_\_

### Course and Instructor Information

INSTRUCTOR(S) [as you would like it to appear on course packet cover]:

COURSE NAME AND NUMBER (e.g., HISTORY 150) \_\_\_\_\_ Cross-listed?  yes  no

COURSE DESCRIPTION/TITLE (e.g., Greece in the Classical Age) [as you would like it to appear on the cover]:

EXPECTED COURSE ENROLLMENT \_\_\_\_\_

DATE NEEDED BY (for student purchase) \_\_\_\_\_

# OF DESK COPIES (please use discretion) \_\_\_\_\_

DATE NEEDED BY (desk copies) \_\_\_\_\_

### Content/Production Information

Has UR previously produced this course packet?  yes  no If yes, are you making any changes to it?  yes  no

If yes, please describe: \_\_\_\_\_

Print specification:  one-sided  two-sided  as noted w/originals

Shall we paginate your course packet?  yes  no

Have you included a table of contents and/or syllabus with your materials?  yes  no

If yes, please email in MS Word format to info@universityreaders.com

If not, would you like UR to create a table of contents for your course packet?  yes  no

Cover color:  brick  garden (sage green)  ivory  periwinkle  sky blue  stone  sunflower  terra cotta  surprise me!

Please specify your binding preference:

fastback/tape (standard)

spiral/coil

perfect\*

staple (50 pages or fewer)

3-hole w/shrink wrap  binder

\*Perfect bind is a professional paperback option and includes a full-color cover. Restrictions apply, minimum quantity 100.

### Delivery/Distribution Information

UR has many distribution options available to give students easy access to your course packet. Please contact a UR representative for more information about any of these options or visit us online. Select only one of the following options:

**In-class delivery** (San Diego only)

**Sold through nearby UR off-campus site** (UCSD and UCI only)

**Sold through bookstore:** you will need to submit a requisition request to your campus bookstore directly

**Ship with invoice to a specified location:** we can ship your course packets to ANY location, allowing you to handle your own distribution

**Secure online ordering with free delivery & immediate PDF DOWNLOAD:** through our website, students can easily order your course packet (a tangible print version) with a variety of payment options, and we will ship it out directly to them for FREE within 24 hours of receiving their order. This option also allows students to download the first few readings after making an online purchase so they can get started reading right away while their packet is en route. If you select this option and do not specify the articles to include below, we will automatically use the first 10% of readings for you. Otherwise, **please write the article names you would prefer us to include in the PDF download for your students** (not to exceed 10% of the total page count of the packet) **here**:

\*Article Name(s) \_\_\_\_\_

\*Article Name(s) \_\_\_\_\_ (10% max., other restrictions apply)

**Reprint Process**

To conserve paper and avoid overprinting, UR will estimate a quantity needed according to our experience and your class enrollment. If we have underprinted, we have a very efficient 24-hour reprint process available to students on demand. If you would like us to print a specific quantity, please specify here and include information regarding billing for unsold copies.

**UR Production Agreement**

I authorize University Readers to produce and distribute a course packet for my course(s) as listed on this order form and to secure all necessary permissions based on the information and material submitted. If I have asked University Readers to not pursue reprint permission for any excerpts in my course packet, then I warrant that I am the exclusive rightsholder of such material and therefore grant permission to University Readers for one-time use without charge, unless stipulated in writing and agreed to in advance by University Readers. I also understand that I am entering into an EXCLUSIVE publishing agreement, and therefore I, along with my agents, employees, assistants, etc. agree not to contact or allow any company, agency, person, or library to publish, print, copy, distribute, or post this course packet or this course packets' content via print or digital mediums, INCLUDING ANY FORMAT OF ELECTRONIC RESERVES, for my students. I further indemnify University Readers against any liability if any of the foregoing information is inaccurate or incorrect and agree to act swiftly to remove or prevent any unauthorized distribution as stipulated in this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Material Submission Information**

To submit digital materials in PDF or MS Word format, email [info@universityreaders.com](mailto:info@universityreaders.com). To submit larger files, please email [webmaster@universityreaders.com](mailto:webmaster@universityreaders.com) to request a login, password, and simple instructions on how to upload files to our FTP server.

For books, journals, and other hard copy materials, simply request an ordering kit with complete instructions on how to submit your originals using our pre-paid courier service. To request an ordering kit, please call 1.800.200.3908, email us at [info@universityreaders.com](mailto:info@universityreaders.com), or visit our website for more detailed instructions.

To submit hard copy materials within the San Diego area, please schedule an appointment or provide pick-up instructions by calling 1.800.200.3908 or email us at [info@universityreaders.com](mailto:info@universityreaders.com).

For all materials submitted, be sure to include copyright citations with the following information:

- author/editor
- title of book or journal
- copyright year
- publisher
- chapter/article title and author
- page numbers
- volume/issue (journals only)

If you are not submitting citations, please make sure all of your materials include the above information (e.g. cover sheet, title page, etc.)

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