

# COURSE KIT CENTRE, PRINTING SERVICES ORDER FORM

Course Kit Centre, 043 Central Square  
4700 Keele St., Toronto ON M3J 1P3 Tel. 416-736-2100 ext:40727

## CONTACT INFORMATION

Course Instructor(s) \_\_\_\_\_

Delivery Location (Desk/Originals) \_\_\_\_\_ If you are not available they will be delivered to your dept.

Instructor Extension \_\_\_\_\_ Instructor E-mail \_\_\_\_\_

**Alternative Contact (with authority to make decisions)** \_\_\_\_\_

Extension \_\_\_\_\_ E-mail \_\_\_\_\_

## COURSE INFORMATION

**Course Code** \_\_\_\_\_ **Credit Value** \_\_\_\_\_ **Section(s)** \_\_\_\_\_

**Faculty** (Circle all that apply) AP ES ED FA GS GL HH SC

**Term** Fall \_\_\_\_\_ Fall/Winter \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ **Volume** I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_

At which campus bookstore would you like the course kit sold? Glendon \_\_\_\_\_ Keele? \_\_\_\_\_

## COPY INFORMATION

Required Number of instructor's copies \_\_\_\_\_ Budget Number \_\_\_\_\_

## ORIGINAL DOCUMENTS

Have we used this material previously? **Y** \_\_\_ **N** \_\_\_ Are there changes in the material? **Y** \_\_\_ **N** \_\_\_

If yes, indicate: **Term** \_\_\_\_\_ **Course Code** \_\_\_\_\_ **Instructor** \_\_\_\_\_

During peak periods it may require additional time to process permissions for certain articles. If you consent to the removal of these articles from the kit, there will be no further delays to production. You will be notified of the final list of materials included in the kit once it has been released for printing.

**Y** \_\_\_\_\_ (Please proceed with production and then notify me.)

**N** \_\_\_\_\_ (Do not proceed. Wait for my response, I understand this will void the expected date)

## PRODUCTION OPTIONS

Coil Binding \_\_\_\_\_ Single-sided \_\_\_\_\_ Paginate \_\_\_\_\_  
3 Hole Punched / Shrink Wrap \_\_\_\_\_ Double-sided \_\_\_\_\_ CCC Table of Contents \_\_\_\_\_  
Staples (max 100 sheets) \_\_\_\_\_ Colored Pages \_\_\_\_\_ Instructor Table of Contents \_\_\_\_\_  
Perfect Bound \_\_\_\_\_

## SPECIAL INSTRUCTIONS

## DISCLAIMER

\_\_\_ Yes, I understand that I MUST supply a complete list of the copyright information for each article.

\_\_\_ Yes, I understand that some of the materials that I submit may be subject to royalty fees and that such fees are incorporated into the student price of the course kit

\_\_\_ Yes, I understand that if a list with the sequence is not provided, the kit will be printed in the order of submission.

**The quality of your printed Course Kit is a direct reflection of the quality of the materials submitted. If possible please submit first generation photocopies.**

When submitting your own content for inclusion in the kit, please visit the following link for tips on accessible teaching:

<http://teachingcommons.yorku.ca/resources/accommodations-and-inclusive-teaching/#Tip>

**REQUIRED DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**EXPECTED DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REFERENCE#:** \_\_\_\_\_

Submitted By \_\_\_\_\_

Accepted By \_\_\_\_\_

Date \_\_\_\_\_



# COPYRIGHT DECLARATION

**I am the author of the following material and have not transferred the rights to a publisher or any other person. I have identified all material that is not my own work through appropriate referencing and acknowledgement.**

**CAMPUS SERVICES & BUSINESS OPERATIONS**

**Course Kit Centre**

**Printing Services**

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PLEASE PRINT

**DATE:** \_\_\_\_\_ **REFERENCE :** \_\_\_\_\_

**CONTACT INFO TO BE USED FOR PAYMENT OF FEES COLLECTED**

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Please note, royalty payments will be issued at the end of the academic year.

