

## Calvin University CoursePack Order Form

Copyright clearance generally takes 2–4 weeks, but can take up to 8 weeks. Please submit your complete order form as early as possible to allow publishers time to respond to your permission requests.

<b>Instructor Name</b> (as you want it to appear on cover)			<p style="text-align: center;"><b>Campus Store Contact</b></p> <p style="text-align: center;">Name Barb Heitz</p> <p style="text-align: center;">Email Address bh33@calvin.edu</p> <p style="text-align: center;">Phone (616) 526-7808</p> <p style="text-align: center;"><i>For assistance, please reach out to bookstore contact or call: XanEdu Customer Service (800) 218-5971</i></p>
<b>Instructor Email</b>	<b>Instructor Phone</b>		
<b>CoursePack Title</b> (as you want it to appear on cover)			
<b>Course Designation</b>	<b>Term</b>		
<b>Expected Enrollment</b>	<b># of Desk Copies</b>	<b>Do you require price approval prior to production?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

This Coursepack is New       This Coursepack is a Readopt  
 If “Readopt”, provide previous Course Number & Term (or Coursepack ID# if known):  
 If “Readopt”, is this CoursePack an exact duplicate of the previous version, or is it revised?  
 Exact Duplicate-sign “Coursepack Production Agreement”  
 Revised- complete “New Production” box and sign “Coursepack Production Agreement”

**Coursepack Production Agreement**

I authorize XanEdu Custom Publishing (XanEdu) to use the specifications indicated on this form to produce a CoursePack. I have attached a complete bibliography or provided complete citation information for all desired content, and I have included all production details. I request that XanEdu secure copyright permissions for all items cited except those listed as “instructor’s work” or “public domain” (subject to verification by XanEdu). I understand that this process can take up to 8 weeks, and I understand that incomplete order and/or citation information can delay Coursepack production and delivery.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### New Production

<p><b>Delivery Method</b></p> <input type="checkbox"/> Print (packaged print copy only) <input type="checkbox"/> Digital + Print (online access + print copy) <input type="checkbox"/> Digital (online access w/ desktop printing) <i>*adding digital will increase production cost of each coursepack by \$3.99</i>	<p><b>Print Instructions</b> (check all that apply)</p> <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided <input type="checkbox"/> Pagination <input type="checkbox"/> Table of Contents (TOC) <input type="checkbox"/> Bibliography	<p><b>Binding</b></p> <input type="checkbox"/> Perfect Binding (10-125 sheets, default) <input type="checkbox"/> Staple (2-50 sheets) <input type="checkbox"/> Comb (20-350 sheets) <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Shrink Wrap
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**Cover**     Generic Cover (includes title, course #, prof. name, term)     Custom Cover (please provide PDF)

**Additional Instructions/Comments** (If you require any special production requirements, please indicate)

\*please include cover color choice (list of colors on [Printing Services' website](#))

Submit your completed order form, citation information, and finalized content to:  
**Madeleine Koizumi (she/her), Account Service Manager | mkoizumi@xanedu.com, (800) 218-5971 ext. 6510**