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FACULTY FORM

DATE: _____ INSTRUCTOR _____

WORK PHONE # _____ HOME # _____

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COURSE INFORMATION:

DEPARTMENT & COURSE NUMBER: _____

COURSE TITLE: _____

COURSE INFORMATION:

Student Copies _____	<input type="checkbox"/> One Sided	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> Digital Copy
Desk Copies _____	<input type="checkbox"/> Page Numbering	<input type="checkbox"/> Two Sided	<input type="checkbox"/> Two Sided by Articles
Shop Copy _____	<input checked="" type="checkbox"/> 3-Hole Punch	<input type="checkbox"/> Color Copies	<input type="checkbox"/> Color Inserts <small>how many</small> _____
TOTAL COPIES _____	<input type="checkbox"/> Comb Bind	<input type="checkbox"/> Staple	<input type="checkbox"/> Rubber band
	<input type="checkbox"/> SJSU Cover	<input type="checkbox"/> Coil Bind	<input type="checkbox"/> Other _____
		<input type="checkbox"/> Cover Included	Color _____
		<input type="checkbox"/> Clear Plastic	<input type="checkbox"/> Black Vinyl

DELIVERY INFORMATION:

Student Pickup Classroom Delivery Professor Pickup

<input type="checkbox"/> Delivery Date _____ Time _____ Location _____ # of Books _____	<input type="checkbox"/> Delivery Date _____ Time _____ Location _____ # of Books _____	<input type="checkbox"/> Desk Copy <input type="checkbox"/> Original Copy <input type="checkbox"/> Professor Pick-up <input type="checkbox"/> Deliver to Dept. Date _____ Time _____ Dept. _____ Dept. Room # _____
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Number of Pages _____	Cover Charge _____	1st RUN _____	_____
Copy Charge _____	Royalty Charge _____	2nd RUN _____	_____
Binding Charge _____	Student Price _____	3rd RUN _____	_____
		4th RUN _____	_____
		5th RUN _____	_____

ROYALTY / COPYRIGHT INVENTORY:

Number of Books Made _____ Number of Books Sold _____ Number of books Remaining _____

Date Paid _____ Check # _____ Amount Paid _____ Original Pick up _____ Date: _____