

PrintShop Services Phone: 604-323-5353 Room: B004
Electronic Submission: printshop@langara.bc.ca

Date: _____

Name: _____ Local: _____

Instructional Department

OR Program: _____

When Off-Campus prior to this semester, it may be useful in the event of questions regarding your Courseware, for you to include Alternate Phone: _____ or e-mail: _____

For Use in Year 201 _____

Semester: (Circle One) 10-SPR 20-SUM 30-FAL
 Yes, I have sent my Textbook Requisition to the BookStore.
 A Proof is Required for all NEW materials.

The Proof will be sent to you for your approval. Return the signed Authorization to Print Proof form to the PrintShop within 3 days of receipt.

BILLING TO:

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 An instructor may request a maximum of two complimentary copies of their Courseware. For more than 2 copies:
 CHARGE _____ additional Instructor copies TO:

 _____ 85020 (Printing & Duplicating)
 User Index (Alpha) Organization # (numeric) Account #

 Authorization for printing from
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COPYRIGHT AUTHORIZATION

(Requisitions without proper authorization will be returned.)

For courseware copyright guidelines, please see the Copyright Guide (at myLangara "College Forms" or on the forms shelves in the Mailroom).

All text and images not created by instructors require copyright permission before being printed as part of a courseware package.

 I've included the completed **Access Copyright form** required each time courseware is printed.

 Not needed; all text and images created by instructors.

Instructor's Signature: _____ **Date:** _____

Course Name: _____ Course Number: _____

 NEW Courseware (*New content*)

Note: NEW includes Revised courseware

 REPRINT EXISTING Courseware (*No Changes - New Cover?*)

Document Name: _____

 Delete Old Version of Courseware

Title: _____

SKU: _____

Types of Originals

 Electronic Submission

Document Name: _____

 Disk in attached envelope (Document saved as _____)

 Paper Copy (Clean copies please. Black lines jam the copier.)

 Books for scanning (Pages to be copied are identified)

Number of Copies
For Students: _____
 (Bookstore confirms final # of copies)

Send Instructor _____ **Copies**

 (An Instructor may have a maximum of two complimentary copies)

Instructions: Unless otherwise instructed all Courseware will be **BACK to BACK (D/S), COLLATED and STAPLED on WHITE 30% RECYCLED PAPER.**
Alternate Printing
 Print One Sided (S/S)

Format
 Mixed (S/S & D/S)

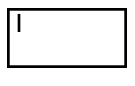
Alternate Paper Stock:
Cover Stock:
 Color (Specify or Attach Sample)
 (maximum of 3 colors per job includes white)

 Front (color) _____

 Back (color) _____

 Attached copies of my own pre-printed Cover Page

 Collate & Staple

 (page sort: 1,2,3,4)
 (circle your choice)

 Cerlox Binding

 Coil Binding (New)

 Tape Binding

Cerlox

Coil

Tape

 3-hole Drill

(maximum 230 pages [115 sheets])

Special Instructions: (Please print) _____

For Use By College Services Administrator Copies of Courseware For Students: _____ For Instructors: _____ Total Copies: _____ Bookstore Services P.O. #TX _____ SKU# _____	Billing Calculation: For Use by PrintShop Services Staff							Cost	
	# of Images:	Single Sided			Double Sided				\$ _____
		8.5 x 11	8.5 x 14	8.5 x 11	8.5 x 14				
	Cost Per Set:	GBC	Card Stock		Color Stock		Neon		Copyright Fee: \$ _____
		White	Color	8.5 x 11	8.5 x 14	8.5 x 11			
Copyright Cost Per Set	Manual/Machine Stapling	Tape Binding	Cerlox/Coil	Cutting	Manual Collate		Total: \$ _____		