

Internal Print/Copy Order Form (Click on an underlined area and start typing to enter information)

Name: _____ Date & Time Delivered: _____

Room #: _____ Ext. #: _____ Date & Time Needed: _____

Copier Account: Law School Library Pages in Original: _____ Sets Needed: _____

Item Author/Title: _____

COPYRIGHT CLEARANCE

" This packet contains only materials authored by me and therefore no copyright clearance is required.

Signature of Faculty Member: _____

" These materials are in the public domain.

" I have attached copyright permissions obtained by me for the designated accompanying materials.

" Copyright clearance is requested for the materials as noted. _____ Copyright Permission Request Form(s) is/are attached.

" I believe the Educational Fair Use Exception may apply to these materials because _____

Signature of Faculty Member: _____ Clearance Approved by: _____

PRODUCTION OUTPUT SPECIFICATIONS

" Create Electronic File

Paper:

" 8½ x 11

Color: _____

Type: _____

" 8½ x 14 Legal

" 11 x 17 Ledger

" Drilled

" Transparency

" Carbonless, _____ part

Printing:

" 1-Sided to 1-Sided

" 2-Sided to 1-Sided

" 1-Sided to 2-Sided

" 2-Sided to 2-Sided

" 2 Book Pages to 1

" Collate

" Shrinkwrap

" Staple

" Inserts or Exceptions

Binding/Finishing (please allow at least 1 additional day for the following operations):

" Cut _____ /page

" Pad _____ pages/pad

" Fold

" Parallel " Copy In

" Letter " Copy Out

" Bind

" Fastback

" Spiral

" Cerlox

" Velo

Front Cover: _____

Back Cover: _____

Special Instructions: _____