Printing Request for a Book to be Sold Through the University Bookstore

Requests for printing of a book involves a large investment in time and materials and must be carefully planned. Please provide the following information and provide the Print Shop with as much lead time as possible. The following table shows the minimum time necessary.

<table>
<thead>
<tr>
<th>Number of Pages</th>
<th>Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 pages</td>
<td>1 week</td>
</tr>
<tr>
<td>100 pages</td>
<td>2 weeks</td>
</tr>
<tr>
<td>150 pages</td>
<td>3 weeks</td>
</tr>
<tr>
<td>200 or more</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

Professor ___________________________ Department ___________________________

Today's Date _______ Semester when Book will be used _______________________

Course Number ___________ Number of copies requested ______________

For how many semesters is it expected that this book will be used? ___________

This number of books is planned to be a supply for how many semesters? ________

Approximate enrollment for the first semester in which the book will be used _______

Number of students registered for this course as of the above date. ______________

(Please obtain this information from the Registrar's Office.)

Remarks:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Department Chairperson Approval ___________________________ Date ___________

Academic Vice President Approval ___________________________ Date ___________

For Print Shop Use

Job Number ______________

Date Job Begun ______________

Date Job Completed ______________