

# Courseware Production Requisition

**PrintShop Services Phone: 604-323-5353 Room: B004**  
**Web View and Submission (WVS): <http://printshop.langara.bc.ca>**

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Local: \_\_\_\_\_  
 Instructional Department  
 OR Program: \_\_\_\_\_  
 When Off-Campus prior to this semester, it may useful in the event of questions regarding your Courseware, for you to include Home Phone: \_\_\_\_\_ or e-mail: \_\_\_\_\_  
 For Use in Year 200 \_\_\_\_\_  
**Semester: (Circle One) 10-SPR 20-SUM 30-FAL**

**Yes, I have sent my Textbook Requisition to the BookStore.**

**(YES) A Proof is Required** for NEW and REVISED 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:**

B	K	S	T
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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  
 Continuing Studies \_\_\_\_\_  
 Supervisor, Continuing Studies

**COPYRIGHT AUTHORIZATION**  
 (Copyright Guide available from the forms shelves in the Mailroom.)  
**IMPORTANT: Requisitions without proper authorization will be returned.**  
**I verify that the material presented for reproduction is:**  
 (Mark one box with an "X")

free from copyright restriction, **OR**  
 covered by the ACCESS COPYRIGHT Agreement\*, **OR**  
 covered by written Copyright Permission, granted by the author or publisher to Langara College

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**AND:**  
 \*I've included with my Courseware Package, the paper copy of the completed ACCESS COPYRIGHT FORM required every time Courseware is produced.

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

**NEW** Courseware  
 **REVISED** Courseware (*changes and New front cover attached*)  
 **REPRINT EXISTING** Courseware (*No Changes – New Cover?*)

Document Name: \_\_\_\_\_  
 \_\_\_\_\_ .ps

**Delete Old Version of Courseware**  
 Document Name: \_\_\_\_\_  
 \_\_\_\_\_ .ps

**Types of Originals**

**Web View & Submission** (Electronic PostScript File: a 'PS' file)  
 Document Name: \_\_\_\_\_ .ps

**Disk in attached envelope.** Document saved as (file name.ps)

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

**Books for scanning** (pages to be copied are identified)

**Web pages downloaded** (Copyright permission attached)

<b>Number of Copies For Students:</b> _____ <small>(Bookstore confirms final # of copies)</small>	<b>Send Instructor _____ Copies</b> <small>(An Instructor may have a maximum of two complimentary copies of their Courseware)</small>
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**Instructions:** Unless otherwise instructed all Courseware will be **BACK to BACK (D/S), UNCOLLATED on WHITE 20% RECYCLED PAPER.**

**Alternate Printing**  Print One Sided (S/S)  
**Format**  Mixed (S/S & D/S) (Attach mock-up/sample)




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

**Cover Stock:**  Front (color) \_\_\_\_\_  
 Back (color) \_\_\_\_\_  
 Attached copies of my own pre-printed Cover Page

**Collate & Staple**  
 (page sort: 1,2,3,4) (circle your choice)

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**Binding** (circle your choice)

 <b>Cerlox</b>	 <b>Tape</b>	<input type="checkbox"/> <b>3-hole Drill</b> 
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**Special Instructions: (Please print)** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For Use By College Services Administrator	Billing Calculation: For Use by PrintShop Services Staff							
<b>Copies of Courseware</b> For Students: _____ For Instructors: _____ <b>Total Copies:</b> _____ <b>Bookstore Services</b> P.O. #TX _____ SKU# _____	# of Images:	Single Sided		Double Sided				<b>Cost</b> \$ _____
		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	Production Fee: \$ _____
		White	Color	8.5 x 11	8.5 x 14	8.5 x 11		
	Scanning Paste	Manual Stapling	Tape Binding	Cerlox	Cutting	Manual Collate	Total: \$ _____	

<b>White Copy</b> – PrintShop Services <b>Yellow Copy</b> – Returned with originals & Proof/prints <small>Dated: May 2006 – College Services</small>	College Services Administrator 	<b>Date Completed</b>	<b>Operator</b>	<b>Work Order #</b>
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