



**COURSE READER ORDER FORM**

Please complete and email a signed order to [copyservices@uww.edu](mailto:copyservices@uww.edu) or send in inter-departmental mail to Moraine Hall, room 24.

**How it works**

- Instructors order readers to their specifications, per this order form, at Printing Services.
- Instructors submit their reader material in hard-copy or electronic file format.
- The bookstore obtains and/or verifies copy-right permissions.
- Printing Services produces readers to meet course enrollment needs and makes them available for student purchase at the bookstore.
- Instructors receive a complimentary finished reader.

**ORDER**

Department/Program \_\_\_\_\_ Building/Room \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

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

Reader is for: (circle) Fall'14 Winterim'15 Spring'15 Summer'15

Pages should be:(circle) 2-sided 1-sided Cover Color:\_\_\_\_\_

Number of one-sided pages: \_\_\_\_\_ Page Numbering: (circle) Yes No

Bindery: (circle) 3-Hole drilled Plastic comb (more costly)

Reader to be purchased by students at the Bookstore: (circle) Yes No

Reader will be paid by department 10-digit organization fund code: \_\_\_\_\_

**COPYRIGHT:** All materials are my own originals: (circle) Yes No

This Reader includes UEXACTLYU the same copyrighted material as my last reader that was sold by the UW-Whitewater Bookstore: (circle) Yes No

Some or all materials have copyright protection: (circle) Yes No

I have obtained copyright permission for each citation. (circle) Yes No  
(if yes, please provide copies of any written permissions)

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Date:\_\_\_\_\_