

FACULTY PUBLICATION WORKSHEET

INSTRUCTOR:		DATE:	
DISCIPLINE/DIVISION:		OFFICE EXT#:	
TITLE:		EDITION:	
# ORIGINALS# _____	# SINGLE SIDE: _____	#BACK TO BACK: _____	
DATE/TIME NEEDED: _____		PAPER COLOR: _____ (Do not exceed 2 color-white is a color)	
PAPERWEIGHT : <input type="checkbox"/> 20	<input type="checkbox"/> 70	<input type="checkbox"/> 90	<input type="checkbox"/> COLLATED
SPIRAL BOUND <input type="checkbox"/>	DRILLING <input type="checkbox"/>	PERFECT BIND <input type="checkbox"/>	
BOOK COVER: PAPER WEIGHT <input type="checkbox"/> 70 <input type="checkbox"/> 90		COVER COLOR:	
NUMBER TO BE PRINTED:		DIVISION INVENTORY:	
STIPEND AMOUNT		ACCOUNT# TO BE CREDITED:	
COPYRIGHT CHARGE		PAY COPYRIGHT CHARGE TO:	
		ADDRESS:	
		CITY/STATE/ZIP:	
INSTRUCTIONS/COMMENTS:			
COLLEGE STORE ONLY			
NUMBER REQUIRED IN COLLEGE STORE:		DATE SENT TO PRINTING:	
PRINTING REQUISITION NUMBERS:			
COVER	TEXT	OTHER	
INSTRUCTIONS/COMMENTS:			