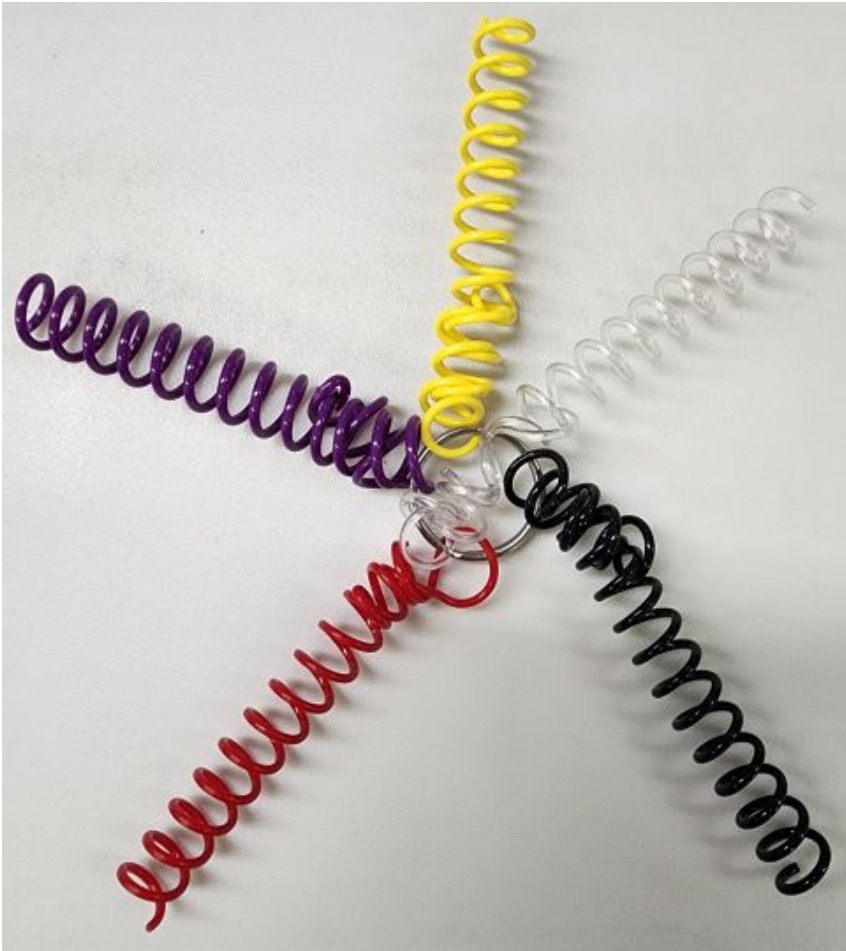


Once you open the PDF form, here's a few tips for filling out:

- *Course Pack Name & Number:* This is the Subject Class Name & Class Number
- *Quantity:* We will need an estimated student enrollment
- *Cover:* Choose a color for the cover of your course pack. *Colors may be limited due to vendor availability at this time.*
- *Run:* Check mark how you want the pages ran. Front/back is more cost effective. If you have divider pages then check mark & put color down if you would like a different color than the cover.
- *Binding:* Choose what binding you would like. Our Spiral binding comes in different colors, so just write off to the side the color preference - see below the colors available.
- *Revised or No Revision:* If revisions have been made in your Course Pack OR creating a new Course Pack - check mark "Revised" - if new, write NEW. If no revisions - check mark "No Revision"
- *Check all that apply:* If you would like a Desk copy or Add'l copies - please mark. Check mark the other forms if you include any of the forms below.
- *If you will have on Blackboard especially - PLEASE mark!*



Yellow, Clear, Black, Red, or Purple