



UniPrint provides quality, cost-effective professional printing and document management for Ohio State, by Ohio State.

UNIPRINT

COURSE PACKET ORDER FORM

CUSTOMER INFORMATION

Instructor's Name: _____
Submitted By: _____
Department: _____
Campus Phone: _____
Alternate Phone: _____
Email Address: _____

Date Submitted: _____

Date Due: _____

Campus Address: _____
*(For delivery of proof/
instructor copies.)*

COURSE INFORMATION

Course Name/Number: _____

Course Title: _____

of Students Enrolled: _____ # of Instructor Copies: _____ Semester: _____

PACKET INFORMATION

Please, select the appropriate item from each list and complete all relevant text fields.

Packet Required: _____

Packet Availability: _____

Proof Required: _____

Number of Pages: _____

Copyright Required?*

Printing _____

Cover: _____

Binding: _____

Submission Format: _____

File Name: _____

** If yes, please also complete our [Copyright Permission Request Form](#).*

ADDITIONAL INFORMATION

Only required if UniPrint has previously printed this packet.

Last Printed: _____

Any changes? _____

SPECIAL INSTRUCTIONS



For more information visit
uniprint.osu.edu, email
coursepackets@osu.edu, or
call 614-292-3450.