



COOPSCO MEMBER

BAR CODE NUMBER / LABEL
OFFSET #:

# CUSTOM PRINTING REQUEST

Date \_\_\_\_\_ Semester \_\_\_\_\_ No. of Students \_\_\_\_\_

Originator \_\_\_\_\_ Department \_\_\_\_\_

Office Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Number of Originals \_\_\_\_\_ Back-to-Back  One-side  Chapter Start on new page

### COLOUR OF COVER

Blue  Buff  Goldenrod  Green  White  Yellow  Lemon  Pink  Tan  Gray

**BINDING** 100 pages and under = **STAPLE AND HOLE PUNCH ONLY** Stapling  3-hole Punching   
(200 originals = 100 double sided)

200 pages and over Cerlox  Stapling  3-hole Punching

**INSERTS & COLOR CHANGES** Maximum 5 inserts & 5 color changes

**Revised** -  Yes  No  New      **Format** - Physical    Digital    Both

**Title of Publication** \_\_\_\_\_

Special Instructions

Copies for Originator \_\_\_\_\_ + Copies for Bookstore \_\_\_\_\_ - SOH \_\_\_\_\_ = Total Run \_\_\_\_\_

Copyright required      Yes <input type="checkbox"/> No <input type="checkbox"/>	Total Printing Cost _____
--	---------------------------

Unit Net \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ + Copyrights \_\_\_\_\_ = Member Price \_\_\_\_\_

multiplier

Non-Member Price \_\_\_\_\_

*If you are using an external mail service, please note that the form will be saved in your Drafts folder. You must go to your Drafts to send the form to:*

**Bookstore:** jakesbooks@vaniercollege.qc.ca | **Printshop:** printing@vaniercollege.qc.ca