

Campus Printing & Design

University Bookstore
6049 East 7th Street
Long Beach, CA 90840

Title Adoption Form

Telephone: (562) 985-5050
Email: cpad@csulb.edu

Office Use Only

SKU #

Term: _____ **Date Need:** _____ **Taken By:** _____
Dept: _____ **Course #** _____ **Instructor:** _____
Section # _____ **Estimated Enrollment** _____

Instructor Copy: Yes No **Quantity:** _____ **Send Back Originals?** Yes No
Mail: **Pick Up:** **Date:** _____ **Deliver To:** _____
Title: _____ **Author:** _____
Signature: _____ **Date:** _____
E-Mail: _____ **Phone/Extension:** _____
Changes from Prior Use? Yes No **NEW Packet**
Semester last used: _____ **If yes, explain changes:** _____

Does packet have royalties? Yes No

If yes, is copyright material the same or different? Explain: _____

Publisher Info: _____

Copyright Fees: \$ _____

Copying:

- 1 – 1 (one-sided)
- 1 – 2 (two-sided)
- 2 – 2 (two-sided)
- 2 – 1 (one-sided)
- Cover
- Vinyl Cover
- Front:
- Back:

Number of Pages: _____

Finishing:

- 3-hole punched
- Shrinkwrap
- Staple
- Pagination
- Cardstock Bond
- Coil
- Comb
- Fastback
- Binders

Special Instructions/ Comments: _____

CAMPUS PRINTING & DESIGN USE ONLY

Archived Location: 7110S RICOH COPIER _____

Initials:	Date:	Folder/Mailbox:	Copy Cost:	Total Retails: \$
PO#	ORDERED	RUN	DATE	INITIALS

Originals Picked Up/Mailed Out By: _____

Date: _____