



Custom Coursepack Order Form
University of Notre Dame



Instructor Name (As you would like it to appear on CoursePack cover):			Date Submitted:	
Instructor Email:		Instructor Phone:		
Course Number and Course Name:				
Term/Year:		<input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall		Year:
Order Qty:				
Expected Enrollment:		<input type="checkbox"/> New Coursepack <input type="checkbox"/> Readopt w/changes <input type="checkbox"/> Exact Readopt		<input type="checkbox"/> Instructor copy
<input type="checkbox"/> Digital Proof				
Date Due in stock:			First Day of Class:	
Coursepack Format: <input type="checkbox"/> Print (print copy only)		Coursepack Printing Instructions: <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided <input type="checkbox"/> XanEdu Pagination <input type="checkbox"/> XanEdu Table of Contents		Coursepack Binding: <input type="checkbox"/> 3-Hole <input type="checkbox"/> Staple (less than 100 sheets) <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Coil Binding <input type="checkbox"/> Comb Binding <input type="checkbox"/> Other _____
Coursepack Covers: <input type="checkbox"/> XanEdu Cover <input type="checkbox"/> Custom Cover provided		Special Production Instructions (slip sheets, color printing, perforated page, tabs, etc):		

Email completed form and materials* to:

Rochelle Hockenberger
Rhockenberger@xanedu.com
1-800-218-5971 ext. 6510

**Please include any existing course material files along with the source information. If you would like the estimated end cost to students before coursepacks are finalized for print, please note the request when the order is emailed.*

Students can purchase printed coursepacks at the FedEx Office in the LaFortune Student Center- University of Notre Dame, 18 LaFortune Student Center Notre Dame, IN 46556. 1 574 631 6671