

Order Form



Submission Options:

- Email this form, with your original materials, to **support@lad.pub**
- Take your original materials, with this completed order form, to your campus bookstore.
- Send to: **LAD Custom Publishing**
5148 Carson Court, Buford, GA 30518
Phone: **(877) 318-8800** / Fax: **(770) 831-8556**

Thank you for choosing LAD
for your course materials!

FACULTY: COMPLETE THIS SECTION

FACULTY NAME _____

FACULTY EMAIL _____

FACULTY PHONE NUMBER _____

COURSE TITLE *(as it should appear on cover)* _____

COURSE NUMBER _____

EST. ENROLLMENT _____ DESK COPIES REQUESTED _____

PRODUCTION DETAILS FOR PRINTED COURSEPACKS PRINT AS:

COVER: _____ BINDING: _____

INCLUDE: TABLE OF CONTENTS PAGINATION

SPECIAL INSTRUCTIONS: _____

PRODUCTION TYPE:

DIGITAL DELIVERY TYPE:
(if applicable)

DEPT. / FACULTY ROYALTY? YES NO

IF YES, WHAT IS ROYALTY AMOUNT?:

COPYRIGHTS: *Is the material your own,
and not from any other source?*

YES NO

(If NO, please complete the Citation Form on page 2)

BOOKSTORE: COMPLETE THIS SECTION

UNIVERSITY / SCHOOL _____

STORE NAME _____

STORE CONTACT NAME _____

STORE PHONE NO. _____ STORE EMAIL _____

PO # (If available) (Note: a PO # will be required prior to print production) _____

QUANTITY _____ DATE DUE IN BOOKSTORE _____ FIRST DAY OF CLASS _____

ORDER TYPE: _____ YEAR: _____ TERM: _____ SHIPPING METHOD: _____

PRODUCTION / RE-ORDER CHANGE INSTRUCTIONS: _____

HAS LAD PRODUCED THIS COURSEPACK BEFORE?

YES NO

IF YES, ARE THERE CHANGES TO THIS COURSEPACK?

YES NO

We have granted permission for LAD Custom Publishing to produce the above outlined custom coursepack. This custom coursepack is REQUIRED for the students enrolled in this course and is intended for educational purposes only. We authorize that all copyright materials that are listed are accurate which will be reproduced for this coursepack. We understand that any incomplete information may cause delay in the production and delivery of the coursepack. If requested, we will be notified of the final cost of the coursepack after the copyright permissions are cleared. This coursepack is renewable, exclusive order for the production of this material and we agree to not allow another company permission to publish and distribute the materials unless the professor/bookstore notifies LAD Custom Publishing in writing 30 days prior to the start of an academic term. I acknowledge that I will incur fees if this order is canceled. There are no return privileges allowed if the course is canceled after this order has been produced. We will further defend and indemnify LAD Custom Publishing against any liability, if any of the foregoing information is inaccurate or incorrect.

SIGNATURE (only one required)

FACULTY OR BOOKSTORE REPRESENTATIVE: _____ DATE: _____

Citation Form



Instructions:

Complete the form below for all copywritten content contained in the coursepack.
For Anthologies please include original source information including page ranges.
If you have any questions about using this form, please call us at **(877) 318-8800**.

COURSE & CONTACT INFORMATION

UNIVERSITY / SCHOOL _____

FACULTY NAME _____

FACULTY EMAIL or PHONE _____

COURSE NAME _____

COURSE NUMBER _____

SEMESTER _____

YEAR _____

CONTENT LIST

1) TITLE (include edition, if applicable) _____

ISBN / ISSN _____

AUTHOR(s) _____

CHAPTER / EXCERPT TITLE _____

COMPLETE PAGE RANGE (required) _____

Check this box if this title is Out-of-Print

2) TITLE (include edition, if applicable) _____

ISBN / ISSN _____

AUTHOR(s) _____

CHAPTER / EXCERPT TITLE _____

COMPLETE PAGE RANGE (required) _____

Check this box if this title is Out-of-Print

3) TITLE (include edition, if applicable) _____

ISBN / ISSN _____

AUTHOR(s) _____

CHAPTER / EXCERPT TITLE _____

COMPLETE PAGE RANGE (required) _____

Check this box if this title is Out-of-Print

4) TITLE (include edition, if applicable) _____

ISBN / ISSN _____

AUTHOR(s) _____

CHAPTER / EXCERPT TITLE _____

COMPLETE PAGE RANGE (required) _____

Check this box if this title is Out-of-Print

Citation Form (Page 2)



Instructions:

Complete the form below for all copywritten content contained in the coursepack.
For Anthologies please include original source information including page ranges.
If you have any questions about using this form, please call us at **(877) 318-8800**.

CONTENT LIST (continued)

5) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print

6) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print

7) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print

8) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print

9) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print



Instructions:

Complete the form below for all copywritten content contained in the coursepack.
For Anthologies please include original source information including page ranges.
If you have any questions about using this form, please call us at **(877) 318-8800**.

CONTENT LIST (continued)

10) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print

11) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print

12) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print

13) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print

14) TITLE (include edition, if applicable) _____
ISBN / ISSN _____
AUTHOR(s) _____
CHAPTER / EXCERPT TITLE _____
COMPLETE PAGE RANGE (required) _____
Check this box if this title is Out-of-Print