



# LOYOLA UNIVERSITY CHICAGO

## Course Pack Reservation Form

Printing Services, Phone (773)508-2042, [PrintingServices@luc.edu](mailto:PrintingServices@luc.edu)

*Preparing people to lead extraordinary lives*

Date: \_\_\_\_\_

Name of Course Pack: \_\_\_\_\_

*(Your title and name will be displayed on the cover of the course pack exactly as written above.)*

**Copyright Clearance Required:**  YES  NO (Must check one)

Note: If copyright clearance is required, please complete a [Copyright Permission Request form](#). Allow up to 5 or 6 weeks for Packs requiring Copyright Clearance and 3 or 4 weeks for packs that do not require clearance.

Covers (select one):  Acetate/Black Vinyl  Colored Card Stock

Binding (select one):  Black GBC Binding  Stapled  None  
 White 9x12 Envelopes with Sticker Label

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Course/Section Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

Enrollment (Copy Quantity): \_\_\_\_\_

Semester:  Fall  Winter  Spring  Summer  Special Session Year \_\_\_\_\_

Campus:  LSC  WTC  Medical Center

Notes: