



LOYOLA UNIVERSITY CHICAGO

Course Pack Reservation Form

EMAIL to: PromotionalProducts@WarehouseDirect.com or PrintingServices@luc.edu

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 HSC

Notes:

Please click here to email completed form to