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Printing & Mailing Services
Oregon State University
100 Cascade Hall
Corvallis, OR 97331-4161

**Please fill out a form for each class notes
and send to Printing & Mailing Services.**

**Use a Printing brown wallet envelope
or send to the address at left.**

INSTRUCTOR INFORMATION:

Name: _____ Dept.: _____

Campus Address: _____ Phone: _____

CLASS INFORMATION:

Course #: _____ Approx. # of students: _____

Class Title: _____

Terms offered: Fall Winter Spring Summer 200__ or 200__

Packets are: Required Optional

COPY INFORMATION:

- Copy on both sides of the paper (recommended)
- Copy on one side of the paper
- Put page numbers on
- Keep file for future use
- Cover Front Back Color: _____
- Send originals back _____
- Send desk copy(ies) _____

BINDING:

- Three-hole drill
- Staple upper left
- Staple two on the side
- Comb binding
- Thermal tape
- Shrink wrap

Special Handling

ANYTHING ELSE YOU WOULD LIKE US TO KNOW?

Copyrighted Material Yes No