

Semester/Year	Subject & Course number	Course Title	CRNs or ALL if all teachers will use this.	Teacher's Name ALL if this is a department wide adoption

Information about the package or bundle (Please fill in all fields except selling price.)					
Author	Title as publisher will list it (35 letters maximum)	ISBN 10 or 13 digits	Publisher	Publisher's net price	selling price Bookstore will enter

Contents of this package If there are more than 5 components in this bundle, list them on an additional form.. (Please fill in all fields for each component.)					
Author	Title	ISBN 10 or 13 digits	Publisher's Net Price	Will each student be required to have this component?	Will this component be re-usable if sold back to the bookstore

Note: From an economic view, a package with consumable items, or which includes any non-required items, may cost the student more when their ability to buy and sell used components is factored into the overall cost. If overall cost to students is a consideration in adopting this package, please ask the textbook buyer or manager what the sell back probability is for when your students finish the course.

Publisher Representative (keep gold copy)	
Name	
e-mail	
Phone	
Will each of the items in this package be available for at least 24 months from the first day of usage?	Yes No
CCSF Bookstore expects that a package created for us will remain at the same price for at least 2 years from the first date of classroom use. Will publisher guarantee this price for that time?	Yes No
	Net price
\$	
Is this package 100% returnable to the publisher if not opened?	Yes No
Sign here	Date

Teacher (keep yellow copy)	
Name	
e-mail	
Phone	
Will each of the items in this package be required of each student in each section of this course.	Yes No
CCSF Bookstore expects that a package created and sold at CCSF will remain at the same price for at least 4 semesters. Will you continue to use this package for at least 4 semesters?	Yes No
What is the selling price for the package? (Ask the bookstore.)	\$
Sign here	Date

Department Chair (keep pink copy)	
Name	
e-mail	
Phone	
Do you understand that a custom package or bundle is being created for the above course?	Yes No
Have all teachers who are expected to use the entire package agreed to do so? Or will they all be required to do so?	Yes No
Please sign below to indicate that the package is appropriate for the course and you are aware of the price and student sell back probability.	
Sign here	Date

This form is to be filled out by publisher representatives when they create a bundled package exclusively for City College of San Francisco. It is not needed if the bundle is part of the publisher's regular catalog. This form insures that all teachers, publishers, and department chairs understand the issues associated with the bundling and packaging of course materials. Your comments are appreciated. Please contact the bookstore textbook buyer or manager to make your suggestions and comments about this form.
Thank You, Don Newton, CCSF Bookstore Manager, 239-3690