

Sample Copy of Theses and Dissertations Binding Form

Personal copies of theses and dissertations can be bound through the Preservation Department located on the B Level in Homer Babbidge Library. Theses are accepted Tuesday 8:30 a.m. - 1 p.m. and Wednesday through Friday 8:30 a.m. - 4:30 p.m.; the phone number is 486-2597.

Please PRINT or TYPE

Your name (as it will appear on the spine): Ima Doctor O'Philosophy

Address: 628 Anystreet Road

Anytown, CT 06268-0000

Telephone number: home: (860)-555-1492 work: (860) 857-5439 E-mail: IDOP@supersmart.net

Name and telephone number of person authorized to pick up bound volumes (if you will not be able to pick them up yourself -- you or your designee will be notified when volumes have been returned from the bindery):

Antony DeBenedetto (860) 486-9999

Degree (properly abbreviated): Ph.D. Year : 2008

Cover Color and Spine Lettering Options*

Select the cover color (s) by indicating the number in the QTY column to the left of the color option. Select the spine lettering color by circling W for white, G for gold or B for black in the Spine Lettering column to the right of the color option.

Binding Color →	Spine Letters** →	QTY	Binding Color →	Spine Letters →	QTY	Binding Color →	Spine Letters →	QTY
Bright Red: 02 →	W G B →	3	Lime Green: 31 →	W G B →		Beige: 63 →	W G B →	
Medium Red: 03 →	W G B →		Bright Green: 35 →	W G B →		Mauve: 65 →	W G B →	
Burgundy: 08 →	W G B →		Sky Blue: 44 →	W G B →		Brown: 67 →	W G B →	
Dark Orange: 17 →	W G B →		Royal Blue: 47 →	W G B →		Black: 75 →	W G B →	
Yellow: 24 →	W G B →		Navy Blue: 48 →	W G B →	3	Dark Gray: 94 →	W G B →	

**W=White G=Gold B=Black

Cover/lettering selected: 3 copies in red with white lettering; 3 copies in navy blue with gold lettering.

*If a color scheme is not selected, theses/dissertations will be bound in black with gold lettering

Cost (includes name, degree and year printed on spine)		Quantity	Total
Binding per copy	\$12.00 each X	6	\$72.00
Front Cover lettering (per copy) OPTIONAL	\$12.00 X	2	\$24.00
Thickness surcharge (over 2.5" thick - usually more than 500 pages)	\$ 3.00 per inch X		
Photocopying -B & W (per page, per copy) OPTIONAL	\$. 0.10 X		
Photocopying -Color (per page, per copy) OPTIONAL	\$ 1.50 X		
Pocket(s) for inserts (see next line to specify insert type) OPTIONAL			
Insert type: CD/DVD 3.5" Disk	\$10.00 each X		
Total Cost:			\$96.00

6 copies @ \$12 + 2 copies with front cover lettering = 24.00
Total = \$96.00

Explanation of Additional Charges

Thickness surcharge (spine over 2.5" thick): The spine thickness is more than 2 1/2" (roughly 450+ pages).

Cloth pockets for inserts: If the document contains loose maps, charts or other materials that will not be bound into the document, a pocket made of the same material used for the covers can be built into the back cover to store those items. *This applies only to materials that will not be bound into the document.*

Stubbing for photographic plates (per copy): A significant number of photographic plates pasted-on sheets (four or more per 100 pages), or if three or more pasted-on plates are in the same section of the document. *This does NOT apply to photocopied photographs on regular paper, ONLY to plates pasted-on sheets.* If you are not sure whether this charge applies, ask the staff in Preservation to check the document.