



THESIS DISSERTATION FORM

Please submit this form with your order.

Quantity	Description	Unit Price
	Thesis/Dissertation	\$18.50 each
	Wraparounds	\$65.00 each
Extra Charges		
	Rushes	\$15.00 per rush item
	Pockets	\$6.00 per item
	Stubbing	\$6.00 per item
	Cover Stamp	\$8.50 per item

Special Instructions:

EXTRA/ADDITIONAL CHARGES: One week RUSH service - \$15.00 per item; Pockets \$6.00 per item; Stubbing \$6.00 per item, Front Cover Stamping - \$8.50 per item. Include any special instructions. Your check or money order must accompany all orders. UPS only delivers to street addresses. No P.O. boxes please.

TURNAROUND TIME: Your job will be grouped with other small jobs into larger lots. This means that your job might be held here at the bindery for a few days or more until we can combine it with other jobs to make a large lot. Once we've assembled the lot, the production time to produce this lot will be 3 to 4 work weeks depending upon time of year. For scheduling purposes you should estimate that your work will be here at the bindery for 4 work weeks. To accomplish our goal of efficient production, we will not be able to pull jobs from the lot. If you must have your order faster than our 4 week schedule we offer a RUSH service of \$15.00 per item for a one week production on some work.

The **TITLE, AUTHOR'S LAST NAME** and **YEAR** will automatically be stamped on the spine of cover in **CAPITAL LETTERS**. If you would like information duplicated on the front cover, please indicate this on the **BINDING SLIP**. Add \$8.50 per copy for front cover stamping. Please fill out a bindery slip for each item you need bound.

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