BINDING ORDER FORM

Please complete and submit to the Library contact below with your department dean’s signature.

Student’s Name _________________________________ ID# _________________________________

Department __________________________________________

THESIS  The student has already paid the amount indicated below:

Number of copies (minimum of three)* _________ x $20 = _________

*One for the department, one for the library and one for the university archives, plus any additional copies for the student

RESEARCH PAPERS

Number of copies (minimum of one)* _________ x $20 = _________

*Two papers bound as one document, one copy for the department, plus any additional copies for the student

If the student has ordered any additional copies for himself/herself, please complete the following:

□ Please mail student’s copy/copies of thesis/research papers to:

__________________________________________________________
Street address

__________________________________________________________
City State Zip code

-OR-

□ Please notify student when thesis is available for pickup

__________________________________________________________
Student’s email address or phone number

CHECKLIST

_____ Are theses/research papers paid in full?

_____ Are the number of copies ordered consistent with the payment?

_____ Are all copies complete and of binding quality:
   _____ Original covers on each
   _____ Cover page includes degree along with the thesis or research paper’s title
   _____ Original signatures on each
   _____ 1.5” left margin for binding
   _____ Quality paper
   _____ Copy quality: straight pages, etc.
   _____ Fold-outs: will they clear the binding?

Dean’s signature ________________________________________ Date ____________________________

Please send this form and all copies of the thesis or research paper to Kathy Frampton, Bailey Library.

Rev. 02/2016