

BINDING ORDER FORM

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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*

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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:

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-OR-

- Please notify student when thesis is available for pickup

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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
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 - _____ 1.5" left margin for binding
 - _____ Quality paper
 - _____ Copy quality: straight pages, etc.
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Please send this form and all copies of the thesis or research paper to Joe Drobney, Bailey Library.