

Brookhaven Bindery

Thesis Binding Ordering Instructions

Thank you for selecting the Brookhaven Bindery to complete the binding of your thesis/dissertation. Please provide a completed order form to ensure your thesis/dissertation is bound to your specification.

General Information

Brookhaven Bindery will begin production upon receipt of this signed order form, payment information and your material. The normal turnaround time is two to three weeks. If you require a shorter deadline, please contact our sales staff (800-236-0850) to make the necessary arrangements.

Submission of Material

You may submit pre-printed copies of your thesis/dissertation for binding. If you submit printed material, please ensure correct page order as the material will be bound “as-is”.

You may also submit a digital copy of your thesis/dissertation to the Brookhaven Bindery for printing. There will be additional charges for printing. All digital files will be printed ‘as-is’ with no changes in page order or editing performed. Your document will be printed on sixty pound white, acid-free paper with no cotton rag content.

We can print in color, grayscale or bi-tone (black and white) to match the pages as they appear in the original document. There will be an additional charge for color printing. Please note that bi-tone printing of color or grayscale pages can result in data loss on those pages.

Binding

The base cost of binding your document includes one line of stamping on the spine and your choice of Buckram color. All cover material is F-Grade Buckram made to meet the specification of the Library Binding Institute. Please refer to the work order form for the list of available colors. All volumes with a thickness less than 1/4” will need to have filler added at an additional charge.

Stamping

Extra charges will apply for cover stamping. You are limited to approximately 53 characters (including spaces and punctuation) for each line. If submitted titles are too long, they will be divided accordingly.

Order Process

Please return the completed Thesis Work Order with your binding order. Changes made in this PDF form cannot be saved. Please print or submit the order form before closing.

Please contact Brookhaven Bindery to receive a project estimate or to answer any questions you may have. We can be reached at 800.236.0850 ext. 129 or at bindery@nmt.com.

Brookhaven Bindery

Thesis Binding Order Form

Contact Information

Name: _____

Shipping Address

Billing Address

_____	_____
_____	_____
_____	_____
_____	_____

Contact Person: _____

Phone: _____

Date Shipped: (YYYY-MM-DD) _____

Fax: _____

E-mail: _____

Payment

We only accept Visa or Master Card for project payment. For security purposes we only take credit card information by phone. Please call 800-236-0850 ext. 100 to provide your credit card information.

Brookhaven Bindery will begin production upon receipt of this signed order form and your material. The normal turn around time is two to three weeks. Extra charges may apply for rush delivery.

Shipping

Please return a copy of this completed form along with your Hard Copy thesis/dissertations to:

Brookhaven Bindery
2004 Kramer Street
La Crosse, WI 54603

Signed

Print Name

Date (YYYY-MM-DD):

Brookhaven Bindery

Material Source for binding:

Quantity to Bind: ____

Printing

[NOTE: We print on sixty pound white, no cotton rag content, acid free paper.]

Type of Printing:

Print:

Special printing instructions and options requested

Cover Cloth Color

Select the cloth color for your binding.*

182		Red	588		Royal Blue
188		Dark Red	598		Navy
192		Maroon	798		Tan
290		Orange	860		Brown
370		Gold	943		Dark Grey
478		Lime Green	990		Black
490		Dark Green			

* These sample colors may vary slightly from the actual Buckram color.

Brookhaven Bindery

Stamping

See page 5 for an example of spine and cover stamping; please provide instruction for any layout changes. Greek symbols and diacritics cannot be stamped

[NOTE: extra charges apply for cover stamping. You are limited to approximately 53 characters (including spaces and punctuation) for each line. If submitted titles are too long, they will be divided accordingly.]

Lettering Color:

Spine lettering EXACTLY as follows:

Front cover lettering EXACTLY as follows:

Brookhaven Bindery

Ph.D. 2010 – DOE, J.W.

The Properties of Super Star Clusters in a Sample of Starburst Galaxies

John William Doe

UNIVERSITY OF COLORADO
GRADUATE SCHOOL
DEPARTMENT OF ASTROPHYSICAL
AND PLANETARY SCIENCES