

# GRIMM

BOOK BINDERY, INC.

6880 GISHOLT DRIVE  
MADISON, WISCONSIN 53713



SINCE 1854

## Thesis Order Form

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### Shipping & Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email Address \_\_\_\_\_

### Binding Information

The base price for most thesis bindings is \$50.00 for a hardcover binding in your choice of color with the name, degree and year printed on the spine. Binding time is six working days in house.

1. Indicate color/material you would like your binding(s) to be in: \_\_\_\_\_
2. Indicate the number of theses you're enclosing or want bound (\$50.00 per book): \_\_\_\_\_
3. { } I have provided all the copies I need bound.  
{ } I desire copying services and have filled out the copy order form (found on page 3 of this .pdf).
4. Print how you would like your spine to appear below. The basic set up shown is for reference only and is included in the base price; you may add the thesis title to the spine for additional \$8.50.  
Basic spine set up example: BEYLER, TRACY B. -- PH. D. -- 2005

Thesis spine print: \_\_\_\_\_

5. If you would like the title printed on the front cover (\$8.50 per book) print it below or attach a copy. What works best, is to make a copy of your title page and circle what you want to be printed.

Front cover title: \_\_\_\_\_

6. { } I have completed pricing estimate form (p.2) and approve costs up to \$20 over my estimate.  
{ } I will skip filling out estimate form & will wait for Grimm Bindery to send my total due via email for my approval before any work is begun (if no email is provided an invoice will be mailed).  
\*\* This option may cause a delay depending upon how quickly you approve the total due. \*\*
7. Ship your materials & completed order form to us at **6880 Gisholt Dr. Madison, WI 53713** or use the above "Submit" button to email us this form, attach a .pdf copy of your thesis to the email.

\*\*\*For additional comments or concerns, please enclose a letter or write on the back of this form\*\*\*



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## Pricing Estimation

### Operation:

#Vols. x Cost = Total

### Base Price:

Thesis bind base price, includes hardcover sewn binding in your choice of material with name, degree & year printed on the spine in gold, white or black print.

\_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Base price for binding same as above, but in full cowhide

\_\_\_\_\_ x \$150.00 = \_\_\_\_\_

### Extra Options or Additions:

Total copying charges, transferred from the Copy Order Form on page 3 of this .pdf = \_\_\_\_\_

Title of thesis printed on spine (in addition to the name, degree and year which is included in base).

\_\_\_\_\_ x \$ 8.50 = \_\_\_\_\_

Title printed on the front cover, per each 7 lines.

\_\_\_\_\_ x \$ 8.50 = \_\_\_\_\_

Cloth pocket (made of the same material that you chose for the cover) for inserting folded maps attached to the back cover (include maps or dimensions).

\_\_\_\_\_ x \$10.00 = \_\_\_\_\_

Plastic pocket for CD attached inside front or back cover.

\_\_\_\_\_ x \$ 2.50 = \_\_\_\_\_

Special Accents added (for foreign names, etc).

\_\_\_\_\_ x \$ 4.00 = \_\_\_\_\_

Underlining of text on the thesis cover

\_\_\_\_\_ x \$ 3.50 = \_\_\_\_\_

Non-standard lettering including bi-directional stamp, special measurements or placement.

\_\_\_\_\_ x \$15.00 = \_\_\_\_\_

Stubs added (per volume) (Stubs are spacers added to the binding edge when there are pictures/other materials pasted in the text causing the center to bulge out.

\_\_\_\_\_ x \$10.00 = \_\_\_\_\_

Shipping/Handling via FedEx to continental US, 1<sup>st</sup> copy  
Additional volumes shipped with the first copy

\_\_\_\_\_ x \$22.00 = \_\_\_\_\_

\_\_\_\_\_ x \$ 2.00 = \_\_\_\_\_

### **Total Estimate:**

(Sales Tax will be added to all sales with WI addresses)

## Additional Information Needed

{ } Please charge my Credit Card (MC, Visa, AmEx, or Discover) for services listed. (Note: use this only if printing out this form & mailing, it will not accept data on a PC as it will not be secure!)  
For online orders, we will call for payment after order is written up.

Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ CVS# \_\_\_\_\_

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### Copy Order Form

Choose one of the following, indicating how you are sending your copy for reproduction:

- { } CD/jump drive enclosed with file (.pdf or .doc preferred but can do MS Works, Word Perfect & PowerPoint also).
- { } Will attach a .pdf copy of my thesis to the email sent using the above "Submit" button.
- { } Have enclosed my original to copy, make \_\_\_\_\_ additional copies & **return original unbound.**
- { } Have enclosed \_\_\_\_\_ original(s) to be bound, please make \_\_\_\_\_ additional copies & **bind all.**

First add all pages including title page, dedications, indexes etc and place in "page count" for your choice of single or double sided copies, put in number of books & multiply for total *sheets*:

Single sided: \_\_\_\_\_ (page count) x \_\_\_\_\_ (# books to copy) = \_\_\_\_\_ (total single sided sheets)

Double sided: \_\_\_\_\_ (page count ÷ 2) x \_\_\_\_\_ (# books to copy) = \_\_\_\_\_ (total double sided sheets)

Now enter your total single or double sided sheets under paper preference to figure total copy cost:

Regular copy paper / black print (20# white bond):

\_\_\_\_\_ sheets printed one side only x .10¢ per sheet = \_\_\_\_\_

\_\_\_\_\_ sheets printed front & back x .18¢ per sheet = \_\_\_\_\_

Acid free 28# white laser paper / black print:

\_\_\_\_\_ sheets printed one side only x .13¢ per sheet = \_\_\_\_\_

\_\_\_\_\_ sheets printed front & back x .21¢ per sheet = \_\_\_\_\_

Acid free 20 # white 25% cotton paper / black print:

\_\_\_\_\_ sheets printed one side only x .14¢ per sheet = \_\_\_\_\_

\_\_\_\_\_ sheets printed front & back x .22¢ per sheet = \_\_\_\_\_

Extra Operations (charges in ADDITION to above charges):

\_\_\_\_\_ pages requiring hand feeding x .30¢ per side = \_\_\_\_\_

\_\_\_\_\_ pages color copied x .89¢ per side = \_\_\_\_\_

\_\_\_\_\_ pages 11" x 17" single sided x .26¢ per side = \_\_\_\_\_

\_\_\_\_\_ pages oversize maps or foldouts x \$20.00 per side = \_\_\_\_\_

**Total Copy Costs: \$** \_\_\_\_\_ (transfer to estimate on pg. 2)

\*\*\*For additional comments or concerns, please enclose a letter or write on the back of this form\*\*\*