

GRIMM

BOOK BINDERY, INC.

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MADISON, WISCONSIN 53713



SINCE 1854

Thesis Order Form

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, 1st 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)

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