

**Thesis Binding Order Form**  
 The Evergreen State College Graduate Program on the Environment  
 and  
 B & J Bookbinding Company

Please **print** information

Student Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Evergreen Account No. **29019-52504** (MES Thesis Binding)

**PRINT GUIDELINES**

Binding Style: BASIC          Lettering: BASIC, FORM B

Name on Spine & Cover: \_\_\_\_\_

Degree: \_\_\_\_\_ Year: \_\_\_\_\_

Thesis Title:

Line #1 \_\_\_\_\_

Line #2 \_\_\_\_\_

Line #3 \_\_\_\_\_

Line #4 \_\_\_\_\_

**BINDING FEES/LETTERING FEES**

<u>BINDING FEES</u>			<u>LETTERING FEES</u>		
		(each book)			(per line)
1	Book	\$ 21.75	1	Book	\$ 7.00
2-3	Books	\$ 21.00	2	Books	\$ 6.70
4-5	Books	\$ 20.35	3-5	Books	\$ 6.30
6-15	Books	\$ 20.00	6-15	Books	\$ 5.00
16-24	Books	\$ 19.65	16+	Books	\$ 4.40
25+	Books	\$ 18.90			

**CHARGES**

Binding Fees

1. # of Books \_\_\_\_\_ X \$ \_\_\_\_\_ Basic Binding .....\$ \_\_\_\_\_

Lettering Fees (Note: Maximum 50 letters/spaces per line for the cover title)

-count your name on the cover as one line

2. Spine 1 line X \_\_\_\_\_ Books X \$ \_\_\_\_\_ per line .....\$ \_\_\_\_\_

3. Front \_\_\_\_\_ lines X \_\_\_\_\_ Books X \$ \_\_\_\_\_ per line .....\$ \_\_\_\_\_

Other Charges

4. Thickness (only if *over* 2" thick; max. 3") \_\_\_\_\_ Books X \$9.00 ...\$ \_\_\_\_\_

5. Shipping Charge (flat rate) .....\$ 10.00

Total Charges (add lines 1-5) .....\$ \_\_\_\_\_

Submit to Assistant Director, MES (Lab I, 3022):

- properly formatted disk with pdf version of thesis (for Library Archives)
- total amount paid (receipt from the TESC Cashier's Office **MUST** be attached)
- 2 copies of this binding order form
- completed, signed Faculty Approval Form
- page order must be in correct APA Format and all components are included in each copy with colored paper between copies

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_