

# Dissertation and Thesis Order Form

Herring & Robinson  
100 North Hill Drive, #5  
Brisbane, CA 94005  
(415) 468-0440 : FAX: (415) 468-0653  
Email : HRbookbinders@yahoo.com  
Web: HerringandRobinsonBookbinders.com

Name:

Address (street, city, state, zip):

Phone:

Email:

## Number of bound volumes requested:

Hold for original signature pages:  no  yes (If yes, when can we expect them?)

Rush order (completion in 7 working days, \$10 extra per book):  yes  no

College/University name:

H&R should print my dissertation.

I will mail in/deliver printed copies to H&R. No printing necessary.

## Printing specifications (if H&R is to print copies):

Standard 20# acid free copy paper (8¢ per B&W copy)

Specialty paper (extra charge applies). \*Rush service not available for specialty papers.

24# laser paper: 10¢ per B&W copy

25% cotton rag paper 20¢ per B&W copy

28# laser paper : 12¢ per B&W copy

100% cotton rag paper 25¢ per B&W cop

Single sided copies

Double sided copies

Printing black and white only

Print color pages (80¢ per single sided copy on 20# paper. Additional charges apply for specialty paper.)

**Lettering:** (Standard ALL CAPITAL LETTERS.)

Spine lettering:

Front cover lettering (optional):

**Cover material color:**

**Lettering color:**

## Extras:

Bonded leather (\$6.00 extra per book)

University seal stamp (\$5.00 per book)\*Check our website for most current list:

Decorative head bands (\$2.50 per book)

Upper and lower case lettering (please call for quote)

Special Instructions:

**Please be sure and fill out the return address information below.**

**Mailing information (required): THESE WILL BE USED AS YOUR MAILING LABELS.**

Please type in recipient's name and complete mailing address for each delivery location. USPS Media Mail is our default shipping method. Please check "Priority Mail" if rush delivery is required. (Additional shipping charge applies for each Priority Mail location.)

Number of books mailed to this location:

Original signature page bound in?  yes  no

Ship USPS Priority mail? ?  yes  no

Number of books mailed to this location:

Original signature page bound in?  yes  no

Ship USPS Priority mail? ?  yes  no

Number of books mailed to this location:

Original signature page bound in?  yes  no

Ship USPS Priority mail? ?  yes  no

Number of books mailed to this location:

Original signature page bound in?  yes  no

Ship USPS Priority mail? ?  yes  no