

## **BINDING INFORMATION FOR PERSONAL COPIES**

Students who wish to purchase hard cover copies of their manuscripts can send the manuscripts to the Library Binding Company (address given below). The cost is \$20.00 per volume with a minimum charge of \$35.00. The student will be billed for the binding costs, sales tax, and shipping costs while the manuscripts are being bound. The bound manuscripts will be released to the student when payment for the binding is received. The approximate time span for this process is 2-3 weeks.

PREPARING VOLUMES FOR BINDING. The Library Binding Company only binds manuscripts; they do not copy them. You must send them the exact number of manuscripts to be bound. You need to make the following preparations:

1. Check all volumes. Count the pages. Be certain there are no missing pages and that they are all correctly oriented.
2. Place each manuscript in a separate folder or envelope. This is to insure that the pages will not get out of order or that two copies will not accidentally be bound together.
3. Type a letter to the binding company. You must tell them exactly what you want printed on the cover and spine of the volume. Also you must indicate the color of binding and printing you would like to have. Keep a copy of the letter for your records.

CHECK THE BOUND COPIES. Upon receipt of your bound manuscripts, check your manuscripts carefully. Again, count the pages. These volumes should not lack any pages and all the pages should be correctly oriented. Check the printing on the cover and the spine carefully. Make sure there are no errors. If you have any problems, contact the Library Binding Company immediately.

SEND BOTH LETTERS AND PACKAGES TO:  
LIBRARY BINDING COMPANY  
2900 Franklin Ave.  
Waco, TX 76710

\*COLOR

Maroon #192 Printing White  
Green #478 Printing White  
Cream #770 Printing Black

All colors are available. Dark colors need white or gold printing. Light colors need black printing.

ORDERS WILL BE SHIPPED UPON RECEIPT OF CHECK OR MONEY ORDER. CORRECTIONS WILL BE MADE FREE OF CHARGE.
---

TOLL FREE NUMBER: 800-792-3352

### **Flexible (Perfect) Binding**

Perfect binding is a flexible leather-looking binding offered by most printing services. Check with various printers for colors, prices, etc.

### **Binding from Digital Sources – Heckman Bindery**

This service allows you to fill out an online form, attach a PDF file of your thesis or dissertation, provide credit card information, and Heckman Bindery will print and bind your thesis and mail it to the address you specify. Theses are printed on archival quality paper which meets or exceeds ANSI/NISO Standard Z39.48-1992. Service includes printing color images, foldouts, and pocket materials. You choose the color of cloth you want your thesis bound in. We will print, bind, and ship the thesis to the designated address in 4-6 weeks. Rush service is available at an additional charge, and manuscripts will be returned within 14 days of receipt. For more information, contact **Heckman Bindery** at 1-800-334-3628 or [www.thesisondemand.com](http://www.thesisondemand.com).

### **Online Document Submission**

Use the Online Wizard at [www.PHDBookbinding.com](http://www.PHDBookbinding.com) to submit a PDF file of your Thesis or Dissertation. Your document is digitally output on your choice of archival, acid-free cotton paper or regular paper in Laser Monochrome, Laser Color or a combination of both. Your document is then Hard Case bound using your choice of cover fabrics ranging from Genuine Leather to Buckram or Levant. Up to 3 lines of Gold Lettering on the spine is provided at no extra charge. Front cover lettering is also available. You can also mail paper documents for binding. Standard turnaround is 6 working days, whichever way you submit your document. Prices vary with the order quantity, customization and your choice of cover fabric. For more information, visit [www.phdbookbinding.com](http://www.phdbookbinding.com) or call 512-279-0909.