Thesis Binding Order Form

*June 2018*

Master of Environmental Studies Program at The Evergreen State College

& Phil’s Custom Bindery LLC

*Please* ***TYPE*** *information*

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

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

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

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

**PRINT GUIDELINES**

Student first and last name (for printing on spine & cover):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Thesis Title will be printed in the same format as the thesis cover page.*

# BINDING FEES

 (each book)

 1-2 Books $ 60.00

 3+ Books $ 55.00

CHARGES

1. Number of Books \_\_\_\_\_\_\_\_\_\_\_\_ X $ \_\_\_\_\_\_\_\_\_\_\_\_Binding Fee …..…….…$\_\_\_\_\_\_\_\_
2. Shipping Charge (flat rate) ………………………………….....................…....$\_\_3.00\_\_\_

Total Charges (add lines 1 & 2) ………………………………………………...……...$\_\_\_\_\_\_\_\_

*Submit to Program Assistant, MES (Lab I, 3019):*

1. All copies of MES Thesis for binding, printed on high quality paper.
	1. **Single sided printing**: 1.5 inch spacing on left pages.
	2. **Double-sided printing**: mirrored margins at 1.5 inch spacing on the spine.
2. Total amount paid (receipt from the Evergreen Cashier’s Office MUST be attached)
3. 2 copies of Thesis Binding Order Form

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

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Layout of Cover on Bound Copies

**Thesis Title**

(Printed in the same format as the thesis cover page)

**First & Last Name MES Year**

**First & Last Name**