

Note: Please type all information

Date: _____

Memorandum

Thesis Dissertation

To: Bindery/Library

From: _____ (Department)

Subject: Binding Materials for _____ (Name)

Title (All Caps): _____

Name as it should appear on spine (Last name, Initials): _____

Name as it should appear on the cover (First name Middle name/initials Last name):

Year: --- Contact info for student: _____

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Cover Color

Letter Color

Black Maroon (military only)

Gold

of copies

Estimated Costs

--- X \$14.00 = \$_____ (Paid by student)

--- X \$14.00 = \$_____ (Paid by department – see below)

--- Total # of volumes to be bound

Account to be billed (For copies paid by department)

Project ID: _____

Fund: _____

Dept. ID: _____

AUTHORIZED SIGNATURE(S) FOR ACCOUNT

Name, email address, and phone number of designated person to pick up bound copies:
