

# Thesis binding at the University of Auckland

## Binding / Offline order form

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The [Guide to Theses and Dissertations](#) sets out specifications for the presentation and layout of theses, including general binding requirements and the number of copies to be submitted.

- A minimum 19 millimetre left margin is required for the spine and a minimum 15 millimetre margin is required on the three remaining sides.
- The maximum thickness for one copy is seven centimetres, or approximately 600 sheets.
- Pricing is detailed on page 2. Prices vary depending on the type of binding you request.
- Masters theses and doctoral theses for final submission **must** be hard bound.
  - **Hard bound:** Lumbeck binding is used to create a particularly durable product. Items may be covered in buckram (available in 12 colours) or leather (available in navy or black).
  - **Limp bound:** Uses the Lumbeck process. Items may have a flexible cover of any material, and a spine covered with binding cloth.

The Bindery can also provide for special requirements such as CD pockets, guard sheets. Contact the [Bindery](#) if you have additional or complicated requirements.

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To request binding using the offline order form:

- Print your thesis and [thesis consent](#) form and deliver them along with the offline order form to the General Library [service desk](#) or to the [Bindery](#) for binding. Please ensure the pages are in the correct order and around the right way, the Bindery does NOT check this.
  - The Bindery recommends you print your thesis on 80-90gsm uncoated paper. The paper grain should be in the same direction as your binding edge.
  - If your department or the School of Graduate Studies has agreed to pay for the binding of your thesis, you must pay for your thesis order and seek reimbursement from your department/School of Graduate Studies.
  - Allow 7 full working days for standard turn-around times for collection from the [Bindery](#) or 8 full working days for collection from the General Library [service desk](#). Delivery by courier is not included in delivery times.
  - Take complicated binding directly to the [Bindery](#), along with your completed forms.
  - Collect and pay for your bound theses at the [Bindery](#) or at the General Library [service desk](#).
  - Please place your order via the [Bindery website](#) if you prefer the Bindery to print, bind and deliver your thesis. This form is for binding only.
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### Hardbound Thesis Buckram Colours



Job No. (office use only): \_\_\_\_\_

# The University Bindery

## Offline order form

Deliver your printed thesis to the Bindery or General Library for binding



Author: \_\_\_\_\_ Name of depositor/collector: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- Ensure pages are in the correct order. The Bindery does NOT check this.
- Remember to include your [thesis consent](#) form/s (for final submissions).
- Pricing is for binding standard A4 theses. Contact the Bindery for additional requirements.
- Payment by EFTPOS and Credit Card (Mastercard/VISA) can be made at the Bindery or at the General Library Service Desk. A 1.9% Convenience Fee will be applied to credit card payments.

### COLLECT FROM

- General Library (**Allow 8 full working days**)
- Bindery, 4 Neilpark Drive, East Tamaki, Auckland (**Allow 7 full working days**)

### HARDBOUND BUCKRAM THESIS BINDING

prices include GST

Title/Author on spine & front	Title/Author on spine only	Buckram colour	
<input type="checkbox"/> One = \$70	<input type="checkbox"/> One = \$58	<input type="checkbox"/> Black	<input type="checkbox"/> Navy
<input type="checkbox"/> Two = \$128	<input type="checkbox"/> Two = \$109	<input type="checkbox"/> Blue	<input type="checkbox"/> Red
<input type="checkbox"/> Three = \$185	<input type="checkbox"/> Three = \$159	<input type="checkbox"/> Green	<input type="checkbox"/> Maroon
<input type="checkbox"/> Four = \$243	<input type="checkbox"/> Four = \$209	<input type="checkbox"/> Grey	<input type="checkbox"/> Orange
<input type="checkbox"/> Five = \$301	<input type="checkbox"/> Five = \$260	<input type="checkbox"/> Purple	<input type="checkbox"/> Brown
<input type="checkbox"/> Six = \$359	<input type="checkbox"/> Six = \$310	<input type="checkbox"/> Yellow	<input type="checkbox"/> Tan
<input type="checkbox"/> Seven = \$417	<input type="checkbox"/> Seven = \$361	<b>Lettering colour</b>	
<input type="checkbox"/> Eight = \$474	<input type="checkbox"/> Eight = \$411		
<input type="checkbox"/> Nine = \$532	<input type="checkbox"/> Nine = \$461		
<input type="checkbox"/> Ten = \$590	<input type="checkbox"/> Ten = \$512		
		<input type="checkbox"/> Gold	<input type="checkbox"/> Silver

### OTHER BINDING / ADDITIONAL ITEMS / SERVICES

<b>Leather</b> \$94 each	<b>Limpbound</b> \$10.50 each	<input type="checkbox"/> <b>CD pocket</b> \$4 each
<input type="checkbox"/> Navy <input type="checkbox"/> Black	<input type="checkbox"/> Navy <input type="checkbox"/> Green	<b>Courier</b>
<b>Lettering colour</b>	<input type="checkbox"/> Black <input type="checkbox"/> Maroon	<input type="checkbox"/> \$15 local / north island
<input type="checkbox"/> Gold <input type="checkbox"/> Silver	<input type="checkbox"/> Red <input type="checkbox"/> White	<input type="checkbox"/> \$20 island to island

**TOTAL COST** \$

**SPINE - Title and Author name**(Normal font maximum: 50 characters; Small font maximum: 120 characters):

**FRONT COVER - Title and author name** (if required and if different to title page):

### General Library Service Desk use only

Date deposited: \_\_\_\_\_ Staff sign: \_\_\_\_\_