

Thesis binding at the University of Auckland

BINDING ONLY - Offline order form

Please use this form if you prefer to print your own thesis and deliver it to the Bindery for binding.

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.
- 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.
 - **Quarter bound (QBD):** Uses the Lumbeck process and features a hard cover, with a spine covered with binding cloth.

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

To request binding using the offline order form:

- Complete the [Thesis Consent](#) form and the following Thesis Binding offline order form.
- If your department has agreed to pay for the binding of your thesis, your head of department or supervisor must complete the *Department Payment of Thesis section* on the Thesis Binding offline order form.
- Take non-urgent theses for binding to the General Library [service desk](#) clientservices@auckland.ac.nz, along with your completed forms. Allow at least one week for completion.
- Take urgent or complicated binding directly to the [Bindery](#), along with your completed forms. Allow at least 2-3 working days for completion. Note that urgent binding may not be available during periods of high demand, such as prior to graduation ceremonies.
- Collect and pay for your bound theses at the General Library [service desk](#). To make other collection and payment arrangements, contact the [Bindery](#).
- Please use the [Bindery website](#) if you prefer the Bindery to print, bind and deliver your thesis. Do not use this form. The Bindery will require a **print-ready pdf** of your thesis and consent form to be uploaded.



Offline order form on the next page

The University Bindery – BINDING ONLY

Offline order form



Please use this form if you prefer to print your own thesis and deliver it to the Bindery for binding.

Application for Thesis Binding / Job No (office use only): _____

Author: _____ Name of depositor: _____

Email: _____ Phone: _____

Collect from: General Library University Bindery, 4 Neilpark Drive, East Tamaki

Please ensure the pages are in the correct order and around the right way, the Bindery does NOT check this.

THESES (Buckram) please tick appropriate box		GST inclusive	
Title Spine & Front <input type="checkbox"/> 1x = \$70 <input type="checkbox"/> 2x = \$128 <input type="checkbox"/> 3x = \$185 <input type="checkbox"/> 4x = \$243 <input type="checkbox"/> 5x = \$301 <input type="checkbox"/> 6x = \$359 <input type="checkbox"/> 7x = \$417 <input type="checkbox"/> 8x = \$474 <input type="checkbox"/> 9x = \$532 <input type="checkbox"/> 10x = \$590	Title Spine only <input type="checkbox"/> 1x = \$58 <input type="checkbox"/> 2x = \$109 <input type="checkbox"/> 3x = \$159 <input type="checkbox"/> 4x = \$209 <input type="checkbox"/> 5x = \$260 <input type="checkbox"/> 6x = \$310 <input type="checkbox"/> 7x = \$361 <input type="checkbox"/> 8x = \$411 <input type="checkbox"/> 9x = \$461 <input type="checkbox"/> 10x = \$512	Colour <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Maroon <input type="checkbox"/> Navy <input type="checkbox"/> Orange <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Tan	Lettering <input type="checkbox"/> Gold <input type="checkbox"/> Silver
OTHER BINDING (no. required)		SPECIAL INSTRUCTIONS (no. required)	
Leather Bound \$94: Navy or Black		CD sleeves \$4:	
Limp Bind \$10.50: Navy or Black		QBD \$25 (with spine title \$40):	

TOTAL COST: \$ _____ **(GST inclusive)** See next page for payment information.

Pricing is for binding standard A4 theses. Contact the Bindery for additional requirements.

Author Name for Spine: _____

Spine Title (Normal font maximum: 50 characters; Small Font maximum: 120 characters): _____

Front Title / Name (if required and if different to title page): _____

Other Comments: _____

Service Desk / Office use only

Date deposited: _____ Staff sign: _____

Date returned: _____ Staff sign: _____

Service Desk: Thesis/Theses authorised to be picked up by: _____

PAYMENT METHODS:

- Payment by Department (including Student Press Accounts), complete the form below
- Payment by Cash, cheque, EFTPOS and Credit Card (Mastercard/VISA) can be made at the Bindery or at the General Library service desk or by emailing credit/debit card details to unibindery@auckland.ac.nz
- Payment by Internet Banking at least 3 days before collection of binding.
University of Auckland ANZ Bank Account 01-1839-0818777-00 Reference 650012_5003 and your name. Please bring bank proof of the transaction when collecting your binding.

DEPARTMENT PAYMENT OF THESIS

If your department has agreed to pay for the binding of your thesis, you and your Supervisor or Head Of Department (HOD) must complete the following sections.

To the University Bindery:

Thedepartment agrees to pay the binding costs for
.....copy/copies of the thesis or binding costs up to \$
.....
.....(title),
by (Author).

HOD/Supervisor to complete this section

Failure to complete this section correctly will result in a delay completing the binding of the thesis

Please charge:

Account code number:

Activity Centre number (4 digit dept. ID code):

Project code number (if required)

PRESS Account code number (if required)

HOD/Supervisor

Signed: Contact phone number.....

Printed name: Email address.....@auckland.ac.nz

Department/Faculty.....