University of Otago, Library Bindery, 109 Leith Street, Dunedin. Phone: 03-479 9194. <https://www.otago.ac.nz/library/quicklinks/binding>

# BINDING ORDER FORM

Please type in shaded boxes, print and sign completed document. Attach with work.

 Date:

|  |  |  |
| --- | --- | --- |
|  |  |  |

Name:

Address:

Email Address:       Postcode:

Telephone:       Student ID Number:

Title of work:

**TYPE OF BINDING REQUIRED:**

[ ]  Full binding Colour code:       [ ]  Soft binding

[ ]  Other (specify):

Foil Colour: [ ]  Gold (default) [ ]  Silver [ ]  Black [ ]  White

[ ]  Special colour via request:

No. of copies:

**Other useful printing information may include:**

[ ]  Double sided [ ]  Single sided [ ]  Black & White [ ]  Colour

**FOR FULL BINDING ONLY:**

Please write spine title and author surname in caps. Maximum no. of characters is 50, including spaces. Please do not exceed spaces allocated.

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Order no. **24/**

 **FOR LIBRARY USE ONLY:** Binders Signature

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| ( External orders) ) |  | ( Internal orders)  |  |
| Category A |  | Category B |  |
| Cost per vol. | $ | Cost per vol. | $ |
| Extras (e.g. CD) | $ | Extras (e.g. CD) | $ |
| P&P | $ | Campus Courier | $ |
| Total Charge | $ | Total Charge | $ |

Received by Sent via Campus Courier

Date Dispatched Invoice no

 [ ]  Internal order Order no:

 Account code **GL . 10 .       . 7775 .** **72**

 **or** **PL** **.** **. 7775 .** **72**

Signed

Ext:

Contact:

 *Please print Dept Head / Authorised officer*

**Special requirements: Delivery Instructions:**

(e.g. foldouts, etc)       [ ]  Uniprint – Copy Centre

       [ ]  Uniprint ISB Branch

Signature:       [ ]  Other

TYPE YOUR SPINE TITLE HERE