



SINCE 1854

# Dissertation Order Form



EDGEWOOD COLLEGE

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## Printing and Binding Information

You are required to purchase three (3) bound copies of your dissertation for the College: Advisor, Library, and Department. A charge of \$120 covers the binding of the dissertation including a red bordered signature page that the EdD office provides and handling charges. You may also bind personal copies for \$38.00 each. Printing is additional based on page count & colored pages. Dissertations are bound in red with gold print on spine & front according to Edgewood College set up requirements (title is taken from title page). See instructions below for methods of submitting your dissertation for binding. Submit by March 1 to receive by April 1; submit by June 1 to receive by July 1; submit by September 1 to receive by October 1; submit by November 1 to receive by December 1 (shipping to addresses outside of WI may add 1-4 days).

### Section 1 – Dissertation Information (will be used to calculate estimate in Section 2):

Enter total page count below for all pages including title page, dedications, indexes, etc. (Note: At time of printing, we will determine the best way to print your intro pages so that Table of Contents and Page 1 of each chapter will start on the front/left side when paging through the book – take this into account when setting up diagrams, graphs or photos).

Total Page Count: \_\_\_\_\_ ÷ 2 = \_\_\_\_\_ (total double sided sheets per book) x .13¢ ea = \_\_\_\_\_ per book  
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 Enter personal books desired (beyond the required 3 copies for the college): \_\_\_\_\_

### Section 2 – Estimated Costs:

Binding Required 3 copies for the College			\$ 120.00
Binding Per personal copy as indicated above	_____ x	\$38.00 each =	\$ _____
Printing Required 3 copies for the College	3 x	\$ _____ each =	\$ _____
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Shipping estimate via Priority Mail, based on _____ personal books			\$ _____

**Total estimated cost: \$ \_\_\_\_\_**

### Section 3 – Submission & Payment Information:

**Once form is complete, click the submit button and an email will open with this form attached. Attach your dissertation file (PDF), add any comments to email & hit send. Alternately, you can print this form and ship along with your file (on CD or zip drive) to Grimm Bindery, 6880 Gisholt Dr., Madison, WI 53713. If in Madison, you may also drop off your file at our office (if requested at time of order, you may pick up order to save on shipping cost).**

Upon receipt of your order a representative of Grimm Book Bindery, Inc. will write up your order and confirm exact costs. Within 1 business day they will contact you through the email address listed above to confirm pricing and arrange for payment. We accept Checks, Money Orders, MasterCard, VISA and American Express.

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