BINDING YOUR THESIS OR DISSERTATION

Library Copies

Library copies are no longer required or accepted. However, some departments may request a bound copy for their records. Students should check with their departments to see if a thesis or dissertation needs to be bound for the department.

Personal & Departmental Copies

Should students want or need to have additional copies of a thesis or dissertation bound, they may submit manuscripts to a professional bindery or printing service.

The University of Akron has a contract with The HF Group that allows students to submit manuscripts for binding at a discounted rate. Should students wish to use The HF Group, they will submit directly to the bindery.

See the following page for the The HF Group.
University of Akron

BINDING PERSONAL COPIES OF THESES AND DISSERTATIONS
INFORMATION AND TRANSMITTAL FORM

For $33.00 per copy, students can order volumes hardbound with their names and date of graduation in gold lettering on the spine.

HF Group will mail the bound copies directly to the student. **ALL SHIPMENTS FROM THE BINDERY MUST BE MADE TO AN U.S. DOMESTIC STREET ADDRESS.** International students and students leaving the country upon graduation must make arrangements to provide a domestic U.S. address.

Typical delivery schedules for binding require from 4 to 6 weeks from the date that the binder receives the manuscript. Please complete the form below, including a check or money order, and ship to:

HF Group
8844 MAYFIELD RD
CHESTERLAND, OHIO  44026

*Please circle one: Thesis (Black Cover Color) or Dissertation (Maroon Cover Color)*

DATE: ___________   # of copies _______ x $33.00 = $__________

Return Postage…….. FREE

Amount Enclosed =$__________

Mailing Address (U.S. domestic only.) **Copies cannot be delivered to post office boxes!**

YEAR OF GRADUATION _____________________
(To be printed on spine – Example: 2008)

NAME____________________________________________
Print Legibly Please – (This will be printed on the spine)

ADDRESS_________________________________________
_________________________________________

Phone _____________________________           E-mail _________________________________

* FRONT COVER LETTERING IS $10.00 PER THESIS

* PLEASE NOTE THERE IS A $10.00 FEE PER THESIS FOR RUSH PROCESSING
(Please mark the outside of box or envelope “Rush”)