



Electronic Thesis and Dissertation Request Form

121 tate student center · athens, ga 30602-3401
phone: (706)542-8493 · fax: (706)542-0351

Date: _____

contact information

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

E-Mail: _____

publication information

Title (abbreviate): _____

Author: _____

Semester Submitted: _____

Check One: Honors Program Graduate School

Specify how many books -- including the type of paper and binding -- you would like to be printed.
USE NUMBERS PLEASE

Bond Paper	Cotton Paper
Hard _____	Hard _____
Spiral _____	Spiral _____
Unbound _____	Unbound _____

Total Number of Copies: _____

Total Number of **PDF** Pages: _____

Are there any pages that need to be in color? Yes No

If yes, how many? _____
Specify the **PDF** page numbers, using another sheet of paper if necessary:

FOR OFFICE USE ONLY

_____ Bond @ \$ 0.06 per page: _____

_____ Cotton @ \$ 0.20 per page: _____

_____ Color @ \$ 0.69 per page: _____

_____ Hard @ \$10.00 each: _____

_____ Spiral @ \$ 3.00 each: _____

Shipping & Handling (if applicable): _____

Subtotal: _____

Tax: _____

TOTAL: _____

**Please do not forget to fill out page two of this form!
Your order will not be processed without it!**

The payment information section of this page will be removed and shredded to provide additional security for those paying with credit cards. Because of this, if you are paying with a credit card, please provide the **LAST FOUR** digits of your credit card number here:

payment information

Payment: Cash Check Credit UGA Account Author's Name: _____

CC #: _____ Expiration: _____

UGA Acct Name: _____ UGA Acct #: _____



Author's Name: _____

on-campus delivery option

If you would like to send books to more locations than the spaces provided, please attach another sheet of paper with the additional addresses.

- Specify the amount and type of binding you would like to be delivered (ex, 2 hard cotton):

Provide Address (anywhere on-campus)

Attention: _____

Department: _____

Building: _____

Room Number: _____

- Specify the amount and type of binding that you would like to be delivered (ex, 2 hard cotton):

Provide Address (anywhere on campus)

Attention: _____

Department: _____

Building: _____

Room Number: _____

off-campus delivery option

If you would like to send books to more locations than the spaces provided, please attach another sheet of paper with the additional addresses.

- Specify the amount and type of binding that you would like to be delivered (ex, 2 hard cotton):

Provide Address (NO P.O. BOXES, NO INTERNATIONAL)

Name: _____

Street: _____

City: _____

State, Zip: _____

- Specify the amount and type of binding that you would like to be delivered (ex, 2 hard cotton):

Provide Address (NO P.O. BOXES, NO INTERNATIONAL)

Name: _____

Street: _____

City: _____

State, Zip: _____

pick-up option

- Specify the amount and type of binding you would like to be picked up(ex, 2 hard cotton):

How do you want to be contacted when your order is ready?

E-Mail

Phone

Note: You may choose any combination of delivery options that you want.

Also, if you have any questions or concerns about your order (before or after you have placed it), please do not hesitate to contact us!

Please allow 6-8 weeks for your order to be completed from either the date your credit card is charged or your check is deposited.