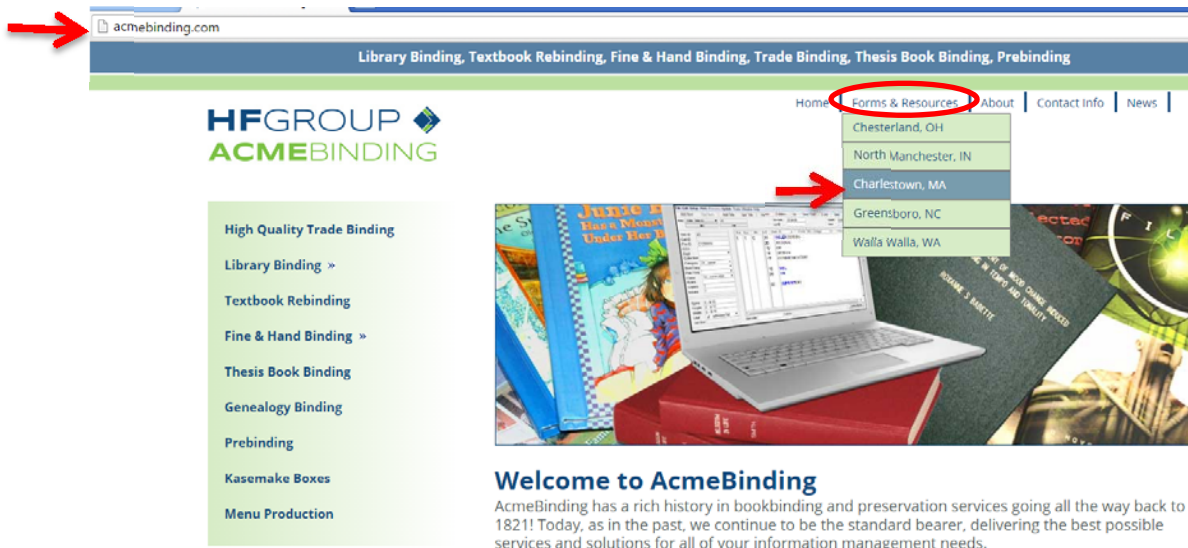


UConn HEALTH

Thesis/Dissertation Printing and Binding: Instructions

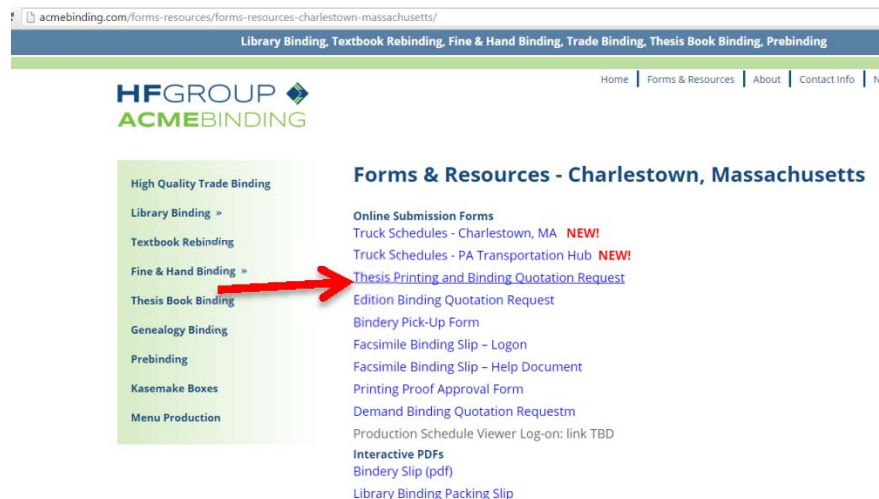
Students may be reimbursed up to \$200.00 for printing and binding copies of their thesis/dissertation. Please follow the instructions below and submit the required documents to Ms. Carrie Berlepsch (berlepsch@uchc.edu) after you have successfully placed your order.

Visit acmebinding.com and click on Forms & Resources from the menu and then select Charlestown, MA from the drop down menu.



The screenshot shows the homepage of acmebinding.com. The navigation menu includes 'Home', 'Forms & Resources', 'About', 'Contact Info', and 'News'. The 'Forms & Resources' menu is open, showing options for Chesterland, OH; North Manchester, IN; Charlestown, MA; Greensboro, NC; and Walla Walla, WA. A red arrow points to the 'Forms & Resources' link, and another red arrow points to the 'Charlestown, MA' option. The main content area features the HFGROUP ACMEBINDING logo, a list of services (High Quality Trade Binding, Library Binding, Textbook Rebinding, Fine & Hand Binding, Thesis Book Binding, Genealogy Binding, Prebinding, Kasemake Boxes, Menu Production), and a 'Welcome to AcmeBinding' message.

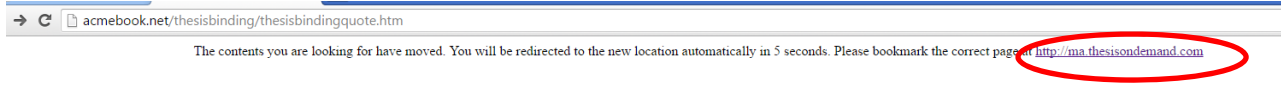
Next, select Thesis Printing and Binding Quotation Request:



The screenshot shows the 'Forms & Resources - Charlestown, Massachusetts' page. The navigation menu includes 'Home', 'Forms & Resources', 'About', 'Contact Info', and 'News'. The main content area features the HFGROUP ACMEBINDING logo and a list of resources. A red arrow points to the 'Thesis Printing and Binding Quotation Request' link in the list of resources.

Service	Link
High Quality Trade Binding	
Library Binding	
Textbook Rebinding	
Fine & Hand Binding	
Thesis Book Binding	
Genealogy Binding	
Prebinding	
Kasemake Boxes	
Menu Production	
Online Submission Forms	
Truck Schedules - Charlestown, MA	NEW!
Truck Schedules - PA Transportation Hub	NEW!
Thesis Printing and Binding Quotation Request	
Edition Binding Quotation Request	
Bindery Pick-Up Form	
Facsimile Binding Slip - Logon	
Facsimile Binding Slip - Help Document	
Printing Proof Approval Form	
Demand Binding Quotation Requestm	
Production Schedule Viewer Log-on: link TBD	
Interactive PDFs	
Bindery Slip (pdf)	
Library Binding Packing Slip	

The site will redirect you to ma.thesisondemand.com, click on the link:




Next you will be prompted to upload your PDF file of the thesis, and enter corresponding information as shown below:

A screenshot of the HFGROUP ACMEBINDING website's order form. The page has a header with the logo and navigation links: Home, Order Now, Product Information, Contact Us, and FAQ. Below the header, there is a message about 1 and 2 day RUSH options. The form is divided into two main sections: "Step 1: Upload your document" and "Step 2: Provide your document information".
Step 1: Upload your document
Please Note: We accept PDF files only. Please make sure your file is less than 150MB in size. Contact us if you need assistance. [Click this link to change the uploaded file.](#)

- Please call 617-242-1100 if you require international shipping. We offer this service.
- Please note: orders placed by phone, email or in person will have a \$100 surcharge added.
- It is the customer's responsibility to check ALL title and order information for accuracy. What you key in, is what WILL be lettered on your thesis.
- Orders submitted today are not active in our system until midnight and will be processed the next day.
- Once submitted, orders cannot be changed. If you submit an incorrect order, please submit a new correct order and call to have your first order canceled. Additional fees will apply. After 24 hours all orders are printed and cannot be canceled.

Step 2: Provide your document information
Required fields are marked with an asterisk (*).
Author, degree and title will always be added to the spine unless otherwise specified. Adding the degree is optional and must be specified when placing order. Title may be truncated if longer than 75 characters.
First Name:
Middle name or initial (optional): Leave field blank if not applicable - DO NOT type N/A it will letter on your thesis.
Last Name:
Please note there is a \$10.00 charge per copy for going over 75 characters on your title. 100 characters is the maximum size of a title. Please note the character counter below.
Title Characters:
Thesis Title:
Year:
Abbreviated Degree: (e.g. Ph.D.) (optional)
Front Printing Options:
Spine Printing Options*:
Please note: Some titles will be truncated when printing on spine if they are too long.
My Title/Name Has Accents: If the lettering on your cover has accent marks or special characters please check this box. If you do not check this box your accents and special characters will probably not be lettered. Note, some characters may not be available. Stamping Accents and Special Characters costs \$10.00 per copy.
School Seal:
College/University:
Lettering Color*:

Continue with your selections and customization as needed, once the PDF has been successfully uploaded and your required fields are completed the “continue” button will appear on the bottom of the screen. Click “continue” to proceed with your order:

Year:	<input type="text" value="2016"/>
Abbreviated Degree: (e.g. Ph.D.) (optional)	<input type="text" value="PhD Biomedical Science"/>
Front Printing Options:	<input type="text" value="Title, Full Name, Year, Degree (+\$10.00 per copy)"/>
Spine Printing Options*:	<input type="text" value="Title, Last Name, Year (+\$0.00 per copy)"/> Please note: Some titles will be truncated when printing on spine if they are too long.
My Title/Name Has Accents:	<input type="checkbox"/> If the lettering on your cover has accent marks or special characters please check this box. If you do not check this box your accents and special characters will probably not be lettered. Note, some characters may not be available. Stamping Accents and Special Characters costs \$10.00 per copy.
School Seal:	<input type="text" value="None"/>
College/University	<input type="text" value="UCONN"/>
Lettering Color*:	<input type="text" value="Gold (Default)"/>
Buckram Cover Color*:	 <input type="text" value="Select a buckram color above. For leather choose from drop-down below."/>
Cover Material*:	<input type="text" value="Buckram - Choose Color Above (+\$0.00 per copy)"/>
Printing Style*:	<input type="text" value="Single-Sided"/> You must chose single-sided if you are sending signature pages to be added to your thesis
Paper Color/Type*:	<input type="text" value="80# White - 8 1/2 x 11 (+\$0.00 per page)"/>
Oversew:	<input type="checkbox"/> Oversew costs an additional \$6.00 per copy.
Pockets:	<input type="text" value="None"/> Note: If one pocket type is selected, it will be mounted inside the back cover. If both pocket types are selected, the CDDVD pocket will be mounted inside the front cover.
Signature Pages:	<input checked="" type="checkbox"/> I will be sending signed signature pages to be bound into my thesis. If you are sending signature pages, please print this completed page and include it with the signature pages (or a printed copy of your order). Click here to print this page now. Signature pages cost an additional \$10.00 per copy. Delivery time is based on receipt of signature pages. Please mail this page along with your signature pages to: Acme Binding - Massachusetts Attn: Thesis on Demand 80 Cambridge Street Charlestown, MA 02129-0212
Foldouts:	<input type="text" value=""/> <input checked="" type="checkbox"/> Please note: Foldouts cannot be performed on double-sided printing.
# of Copies Desired*:	<input type="text" value="3"/>
Shipping Zip Code*:	<input type="text" value="06032"/>
	<input type="button" value="Continue"/>

Finally, verify your information is correct and enter your billing and credit card information. **Print a copy of this page for reimbursement purposes.**

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[Home](#) [Order Now](#) [Product Information](#) [Contact Us](#) [FAQ](#)

1 and 2 day RUSH options are available - contact our office for pricing, additional charges and placing an order, 617-242-1100
Step 3: Review Order and Add Shipping and Payment Information 

Required fields are marked with an asterisk (*)

First Name:	Carrie
Middle Name:	
Last Name:	Berlepsch
Year:	2016
Title:	Cell Biology
Front Printing Options:	Title, Full Name, Year, Degree
Spine Printing Options:	Title, Last Name, Year
Degree Title:	PhD Biomedical Science
Cover Material:	Buckram
Buckram Cover Color:	44 - Light Blue
My Thesis Contains Accents:	None
Lettering Color:	Gold
Printing Style:	Single-Sided
Paper Color/Type:	60# White - 8 1/2 x 11
School Seal:	None
Pockets:	None
Signature Pages:	Yes
Foldouts Pages List:	None
Oversew?:	None
Special Instructions:	None
Quantity:	3
Rush Options:	<input type="button" value="2 Week Service (+\$0.00 total)"/> 

Document Information as Uploaded:
Order: 16061653362
Total Number of Pages: 2
Total Color Pages: 2
Black and White Pages: 0
Height: 11.0
Width: 8.5
Font Embedded: No
Resolution: All images are at least 300 DPI

Ship Date: July 1, 2016
If you are picking up your thesis orders, your order will be ready for pick-up after 4pm.

After you have entered your billing and shipping information click continue to finish placing your order.

Color Printing Options*:	<input type="text" value="Print Document in Color"/>	<input type="checkbox"/>	
SUBTOTAL:	\$ 141.46		
Shipping Options*:	<input type="text" value="Select a shipping option"/>	Pickup orders will be ready after 4:00 pm on the due date. If being picked up by a courier or friend, they must have thesis name, title, number of copies, order number and delivery address.	
ORDER TOTAL:	\$ 141.46		
<p>Your Billing Address including zip code MUST match what is on file with your bank or credit card company or your order will NOT be processed.</p>			
Billing Information		Shipping Information	
First Name*:	<input type="text"/>	First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>	Last Name*:	<input type="text"/>
Email Address*:	<input type="text"/>	Email Address*:	<input type="text"/>
Address 1*:	<input type="text"/>	Address 1*:	<input type="text"/>
Address 2:	<input type="text"/>	Address 2:	<input type="text"/>
City*:	<input type="text"/>	City*:	<input type="text"/>
State*:	<input type="text" value="Select the state"/>	State*:	<input type="text" value="Select the state"/>
Zip Code*:	<input type="text"/>	Zip Code*:	<input type="text" value="06032"/>
Phone*:	<input type="text"/>	Phone*:	<input type="text"/>
<input type="checkbox"/> Same as Billing:			
Payment Information			
Credit Card Number*:	<input type="text"/>		
Expiration*:	Month: <input type="text" value="01"/>	Year: <input type="text" value="2016"/>	
CVV*:	<input type="text"/>	What's this?	
Tax Exempt Certificate			
Tax Exempt?:	<input type="checkbox"/>		
By checking this box, I certify that this purchase is exempt from taxation in the state of delivery. If proof of exemption is determined to be invalid, I agree to pay any applicable taxes and authorize an additional charge(s) to this credit card for this purpose.			
<input type="button" value="Previous Page"/>		<input type="button" value="Continue"/>	

Reimbursement:

- You may be reimbursed up to \$200.00 for printing and binding copies of your thesis/dissertation.
- Complete the “Dissertation Reimbursement Form” and submit with a copy of your order (as instructed in previous steps) as well as documentation from your credit card statement showing the transaction with ACME binding.
- Submit all documents to the Graduate School Bursar for reimbursement (Berlepsch@uchc.edu) or hand deliver to AG060.