

## Dissertation Order Form

**Please complete and submit this form to the Dissertation Office as soon as possible after the final draft is approved.**

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Shortened title for spine (maximum of 40 characters, including spaces and punctuation marks, which are considered characters):

\_\_\_\_\_  
\_\_\_\_\_

Students must order two hard bound copies of the dissertation, one copy is for the student and one copy is for the Pacifica Research Library. Students may order as many additional copies as they want to pay for. Hard bound copies cost 18 cents per page for duplication and \$50.00 each for binding. Soft bound copies cost 11 cents per page for duplication and there is no fee for binding. Each page that contains a color image is printed at the cost of \$1 per page. Students also may insert a CD or DVD pocket in the manuscript at the cost of \$8.00 per pocket per copy. (Please note pricing may change without notice.)

At the time of the order, Pacifica pays these charges. When a student receives the final adjusted bill, it will include fees for proofreading, printing, binding, copyright, and publishing charges. Students may pay the amount directly to the Student Accounts Office who will notify you upon receipt of the final bill. Once the shipment of bound copies arrives at Pacifica, the Dissertation Office sends them to students for distribution. Pacifica will pay the cost of mailing up to five copies of the dissertation to students with a U.S. address. Beyond five copies, students will be billed for the mailing costs. Students with an address outside of the U.S. will receive a separate bill for shipping once their dissertations have been printed and bound.

Number of hard bound copies: \_\_\_\_\_ Number of soft bound copies: \_\_\_\_\_

Color images? Y \_\_\_\_\_ N \_\_\_\_\_ Number of pages with color images \_\_\_\_\_

CD pocket? Y \_\_\_\_\_ N \_\_\_\_\_