



THESIS BINDING REQUEST FORM

Instructions for Students:

1. Complete Parts I and II of this form and sign the first student signature line.
2. Submit signed form with at least two copies of your thesis to the Library Circulation Desk. (Two copies are added to the library collections after binding.) Submit additional copies of thesis for each personal copy that you are purchasing as well as any additional copies required by your department. All binding costs are borne by the student.
3. Binding charges must be paid at FGCU Cashier's office and proof of payment (receipt) presented at Library Circulation Desk at time of pick-up.
4. Library will notify student when bound personal copies are ready for pickup.

Part I - Student Information

Student University Identification Number

Telephone number: () _____

Last Name First Middle Email Address

Street Address City State Zip

Part II – Thesis Information

Title	# copies	Cost per copy	Total
		x \$20	

Part III – Approvals

Thesis rec'd by:	Date	Name (print or type)	Signature
Circulation Svcs.	_____	_____	_____
Technical Svcs.	_____	_____	_____
Library Business Svcs.	_____	_____	_____

Student Signature

Date thesis delivered to Library

Student Signature

Date thesis picked up at Library