

## Kennel Copy Center

(559) 278-3945

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### Department Project Information

Copy Center checklist to assist with department project printing needs.

*(This information is for department projects only and NOT theses through the Graduate Studies Office).*

#### 1. Does your department require a hard book bind or a velo-bind?

Some departments only require a velo-bind. The difference between the two: the velo-bind consists of a light weight vinyl front and back cover attached by a side strip and a hard book bind looks like a book which can be gold stamped.

#### 2. Do you require gold stamping on your binding?

Please check with your department advisor if you require gold stamping on the books that you will be submitting to your department.

#### 3. The Copy Center can make your copies or you can provide your own copies.

- We can print from a hardcopy, from USB, or via email. The largest project we are able to bind is up to 300 pages. If your project exceeds 300 pages you will have to split your project into two books (ex: Vol.1 and Vol.2).
- If you will be providing a hard copy for us to copy from, please make sure to proof your project. Check through all your pages to make sure they are in order and clear of specks. Any specks left on the paper will be picked up by the copier when copying the material.
- If the material will be submitted to us from USB or via email, please have the document saved as a **PDF file**.
- Please check with your advisor if you are required to use the 25% cotton bond acid free paper. Not all departments require the use of this paper.

Per University guidelines for theses printing, margins are set up as follows:

Left margin 1 1/2"; Top, Bottom, Right margins 1".

We typically recommend this format being that our bindings are similar in production.

### Copy Center Charges

#### Bindings

Navy hard book bind: \$18.00

Velo-bind: \$4.50

#### Gold Stamping

\$7 per line on the cover

\$10 for the spine

*(max. number of characters per line 45; spine 55)*

#### Copies

- Single sided, black and white 25% Cotton Bond paper: \$ .14/pg.
- Color Copies single sided, laser paper: \$ .69/pg.

Please allow **2 business days** to bind your project if you **do not** require gold stamping.

For all orders that require gold stamping, these may take up to

**3 weeks** to complete during our peak times.

