M.A. Thesis Printing and Binding Order Form
United Theological Seminary of the Twin Cities

Immediately after your oral exam, make any required changes to your M.A. thesis and then send one clean copy plus a completed Thesis Printing and Binding Order Form and fee for your pre-paid order to:
Susan Hastings, Registrar
United Theological Seminary
3000 – 5th St. NW
New Brighton, MN 55112

The deadline for the submission of these materials is not later than ONE WEEK after date of oral examination.

Name ________________________________________________
Address ________________________________________________
City __________________________ State _____ ZIP __________
Phone _________________________________________________

### Standard Order

1 Copy (printing and binding) for the Spencer Library
1 Copy (printing and binding) for the student

Theses are printed on 100% cotton paper. The binding is black with gold lettering.
The cost of these two standard copies is covered by the M.A. Standard Binding Fees which are as follows:
- a 50-75 page thesis is $85.00;
- a 76-100 page thesis is $95.00;
- a surcharge of 35¢ per page for color pages.

Page counts include any front pages and appendices. The standard order fee must be pre-paid with the thesis binding order form.

**TOTAL STANDARD ORDER $_______**

### Additional Order

___ Total number of additional bound copies

___ Number of black & white pages on 100% cotton paper @ 22¢ per page (# pages x .18) $________

___ Number of color pages on 100% cotton paper @ 50¢ per page (# pages x .50) $________

___ Number of black & white pages on 20 lb. white paper @ 12¢ per page (# pages x .12) $________

___ Number of color pages on 20 lb. white paper @ 50¢ per page (# pages x .50) $________

___ Hard cover binding **(black)** (Number of copies x $25.00) $________

___ Soft cover binding **(gray)** (Number of copies x $10.00) $________

**TOTAL ADDITIONAL ORDER $_______**

The cost of the additional copies must be pre-paid by the student with this order.

**GRAND TOTAL (Standard Order Total + Additional Total Order) $_______**

Bound theses should be picked up from Susan Hastings, Registrar, 651-255-6120 or shastings@unitedseminary.edu.