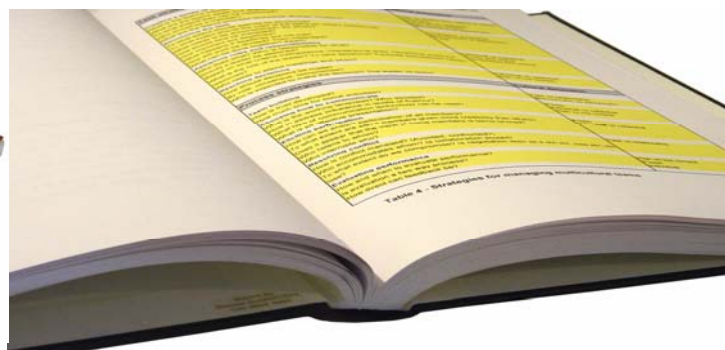
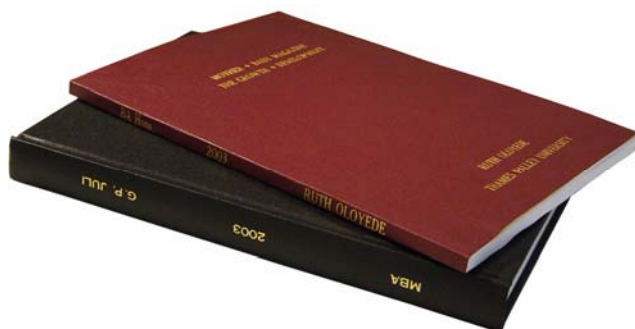


THESIS BINDING & PRINTING FACTFILE

Blissett Bookbinders provide a high quality, **fast service** for the binding of your theses in **just 6 hours**. Services are **guaranteed** and are highly recommended by many colleges and universities in the UK. This Fact File is intended to answer many of the questions you may have but should be used in conjunction with our website at <http://www.thesisonline.co.uk> where we have a thesis binding order form that can be submitted to us on-line and printed off.

Speed of service is often the most important factor for students, so we offer a comprehensive range of services to cater for all eventualities. This includes Hard bound, Soft bound and Wiro bound options, on-site photocopying facility and also a print and bind facility enabling students to either bring their work in to our London bindery already printed, for photocopying or on disc or memory stick or send files electronically via e-mail and the Internet.



HARD CASE BINDING

Our **Standard** binding service for thesis is based on a **48-hour service @ £21 per volume**. All volumes are securely sewn and lettered on the spine with the lettering to your instructions. A **speedier service** is also available at extra cost (see charges below). Please specify cloth colour and spine and front board lettering requirements when placing your order. The norm is to letter in gold along the spines from head to foot in upper case type. However, we can also letter in lower case and up the spine and additionally in lines reading across the front board. We also have silver, white and black foil for lettering with as an alternative to gold. Up to 5 lines of front board lettering are allowed for in our basic charge.

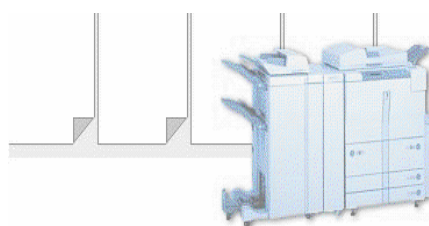
SOFT COVER BINDING

We provide soft cover bound, unsewn volumes, lettered on spine only on a **48-hour Standard service @ £13 each**. Please specify cloth colour, lettering foil colour and details of spine lettering when ordering. Again the norm is to letter down the spine. A **more rapid service** is available at extra cost as is our front board lettering option (see charges below).

WHAT DOES 48-HOURS MEAN IN PRACTICE?

Because we operate a day-time shift only for thesis binding, 4½ days a week from Monday to Friday, the **Standard 48-hour service** can only be provided for pre-printed hardcopy thesis if brought in to us at our bindery in South Acton, West London anytime before 3.30 p.m. any day of the week (note 12.30 p.m. on Fridays). Completed finished bound volumes will be ready for collection 48-hours later. So if you bring in theses for binding on Tuesday at 10.30 a.m. these can be collected anytime after 10.30 a.m. on Thursday. The half-day on Friday means that thesis arriving by 12.30 p.m. on Fridays will be available for collection after 12.30 p.m. on Tuesdays. If you are unsure, please ring us in advance or enquire when you bring the work in. Please allow extra time, equivalent to half a day, if we are photocopying or printing off your thesis as the 48-hours only includes the binding time.

COPYING AND PRINTING SERVICES



Theses copying and printing off can be provided in both black & white or colour. The cost will depend on the number of pages, format and number of copies. We accept discs, memory sticks or e-mailed copy formatted only as **PDF** files to fit A4 sheets. We stipulate thesis to be formatted to a PDF file (portable document format) to minimise the risk of page layout and numbering problems when being printed from disc or e-mailed attachment. Free access to PDF converter or creator is provided on our www.thesisonline.co.uk website.

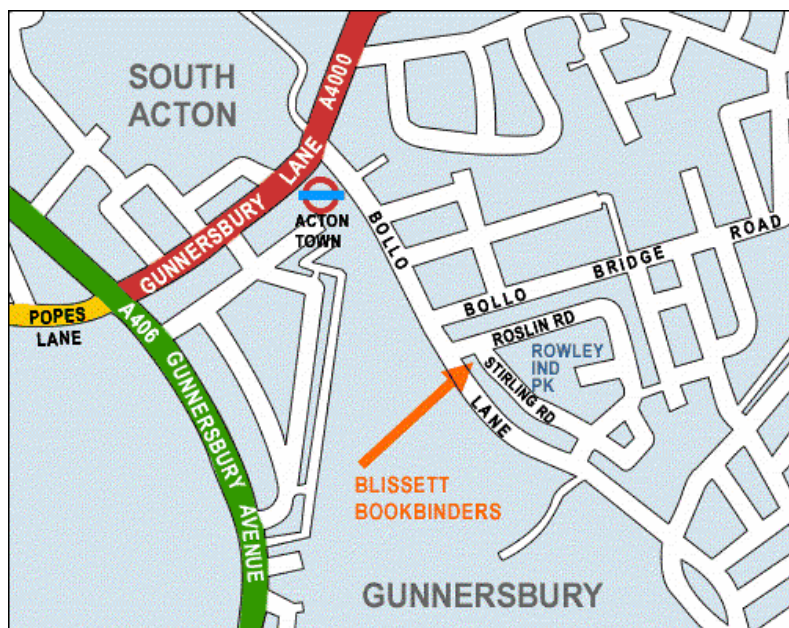
Please note that our price structure for copying and printing is based on the use of 100gsm-weight white bond paper stock. We usually copy and print using black and colour laser printers. The **default** for printing has been set to **black ink only** so please tell us if there are any pages for colour so that we can override this setting. Any page with any text or image other than pure black will count, for pricing purposes, as a colour page - so pages should be formatted accordingly. If you do not intend to be charged with colour pages rates please ensure you format text and images/drawings to print as black only.

Please allow an extra 4 hours for photocopying or printing on top of the binding service time selected.

TEXT LAYOUT & CLOTH COLOURS

Text and page numbers should have a 25mm (1") minimum margin around all edges to allow for sewing or gluing and trimming. Please specify required cloth colour when placing your order and whether hard binding or soft binding is required. For the full range of colours visit our web site and go to the theses binding page. The swatch of colours is also linked from our Theses Binding Order Form on the same page.

OUR OPENING TIMES & HOW TO FIND US



You can deliver to and collect from our West London premises during normal business hours 7.30 a.m. – 3.30 p.m. (12.30 p.m. Fridays). Our bindery is situated 200 meters from Acton Town London Underground (Piccadilly & District Lines). Take the side exit, cross over the pelican crossing turning right and take the fourth turning off Bollo Lane on the left. We are on the corner of Roslin Road and Bollo Lane opposite the Sorting Office. Alternatively there is plentiful on-street parking all round or a large car park to the far side.

If you can't travel to us why not send us your work electronically for binding - either on disc or as an attachment to an e-mail: theses@blissetts.com or upload your PDF file to our www.thesisonline.co.uk website

POSTAL SERVICE & PAYMENTS



We are happy to accept orders by post if accompanied by full payment plus **£12 including Vat (1-4 volumes)** towards return postage/carriage cost (N.B. postage at customers' own risk) or **£22 inclusive** if returned by **Royal Mail Special Delivery**. We recommend if sending work to us in the post that you use **Registered Mail** or **Special Delivery**. Packing & delivery by our **own van** to London & certain South Eastern based university sites only also costs **£15 inclusive**. Payments can be made in cash (if personally delivering work), by cheque, debit card or most credit cards either in person or over the 'phone. Payments for www.thesisonline.co.uk orders is by card only on a secure encrypted page. We offer a 5% discount from our binding only rates for orders of 4 or more copies when ordered together.

CURRENT RATES (effective from 26th February 2007) Note that different rates apply to orders received on-line through our new www.thesisonline.co.uk website.

		HARD CASE	SOFT COVER	WIRE-O BIND
CHARGES	Same day service	@ £32.00 per volume	@ £16.00 per volume	@ £7.50
	Premium 24 hour service	@ £26.00 per volume	@ £14.50 per volume	@ £7.50
	Standard 48 hour service	@ £21.00 per volume	@ £13.00 per volume	@ £6.00
EXTRAS	Volumes lettered on front board - for up to 7 lines		@ £5.00	
	Pockets – Cloth		@ £5.50 each	
	- Plastic A4 corner		@ £1.60 each	
	- Plastic CD/DVD		@ £1.00 each	

DISCOUNTS We'll give you 5% discount off our binding charges only when 4 or more copies of the same format are being bound at the same time whether personally delivered to us or from files sent electronically to us or delivered on disc. (excludes Wire-O Bind format)

N.B. SHOP PAYMENT SURCHARGES

Debit card transactions @ 30p Credit card transactions @ 2.5%

CURRENT RATES (effective from 26th February 2007)

Copying & Printing out charges:

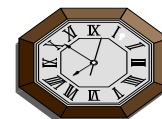
Black ink only laser from PDF file	@ 5p per single-sided A4 page
Black ink only laser from PDF file	@ 55p per single-sided A3 page
Colour ink from PDF file	@ 38p per single-sided A4 page
Colour ink from PDF file	@ 85p per single-sided A3 page
Black ink only scanning/photocopying	@ 10p per single-sided A4 page
Black ink only scanning/photocopying	@ 55p per single-sided A3 page
Colour ink only scanning/photocopying	@ 85p per single-sided A4 or A3 page

Return Packing, Post, Own Van Delivery & Carriage charges:

Royal Mail Special Delivery (next day) @ £22 inclusive (1 – 4 copies)
Carrier UK mainland (max 3 days) @ £10.21 plus Vat (1 – 4 copies) = £12 inclusive
Carrier UK Highlands & Islands and Ireland @ £25 plus Vat (1-4 copies) = £29.38 inc.
Different rates will apply to multiple quantities above 4 copies and all overseas deliveries
Own Delivery Van (London & South East University sites only) @ £15 per parcel inclusive

PAYMENT SURCHARGES Debit card transactions @ 30p Credit card transactions @ 2.5%

LATEST HANDING-IN TIMES & EARLIEST COLLECTION TIMES



Service Types	Latest Hand-in Times For Binding Only*	Earliest Collection Times
Same Day	7.30 – 9.00 a.m. Mon – Thur only	3.00 – 3.30 p.m. Mon – Thur only
Premium (24 hour)	Anytime before 1.30 p.m. Mon – Thurs 8.30 a.m. Fridays	24 hours later 12.30 p.m. Fridays 12.30 p.m. on Monday if delivered on the previous Friday by 9.00 a.m.
Standard (48 hour)	Anytime before 3.30 p.m. Mon – Thurs 12.30 p.m. Fridays	48 hours later 12.30 p.m. Fridays

- *Please allow extra 4 hours minimum for any of the above service options if requesting printing off from disc, memory stick or photocopying
- Please allow extra 24 hours if covering a bank/public holiday period & check in advance with us if Christmas or New Year holiday period as we close between Christmas and the New Year

USEFUL TIPS & HINTS

- Prepare your work well enough in advance so that you don't have to rush the binding process – check the timetable carefully for hand in dates and plan your work including printing and binding to meet it
- Think about margins and page set up/layout before starting so that it will print and bind sensibly leaving a good 25 mm (1") margin surrounding the text and images
- Check the examination body specifications before you begin writing, binding and submitting your work
- If you are unsure about any aspect of the binding procedure or want an estimate – just ask us
- Budget for the printing and binding in advance

SPECIAL ARRANGEMENTS

Special agreements with the University Library or Examination Office or Students Union can be negotiated for bulk collections and deliveries of theses to a central point.

For further information, please contact us on: **TEL: #44 (0)20 8992 3965** **FAX: #44 (0)20 8993 1815**
E-MAIL: theses@blissetts.com **www.blissetts.com**
Blissett Bookbinders, Roslin Road, London W3 8DH