

Instructions for Getting Dissertation Bound via the Bookie

DISCLAIMER: This is just one option you can pursue in order to get your dissertation bound if you so desire.

****It is advisable to double-check with the Bookie to ensure that this is still the process they use.**

1. You will need to print the same number of copies of your dissertation that you plan to order.
E.g., if you intend to order to copies, then you should print two copies
****Also, make a copy of your signed signature page following your default so you can put it in you bound copy (vs. a signature page with no signatures).**
 - a. They will bind whatever you give them. If you'd like sturdier paper, then it is recommended that you go to a printing store to get the copies.
 - i. J&H Printing in Pullman (near the Black Cyprus) is familiar with the process and has different options to choose from (they may also do binding if you do not want to go through the Bookie).
2. The Bookie has an order form to fill out. It can be located at the help/information desk on the first floor. The staff may not know what you are talking about, so you may have to ask a few different people or just wait for the manager.
3. After filling out the order form, you will return the form and copy(ies) of your dissertation to the Bookie and pay for it then.
4. They do not have an estimated time for completion, so it is advised that you order your bound copies as soon as possible, especially if you will be moving shortly after graduation.