

Library and Information Service

APPLICATION FOR BINDING (2021) REPAIRS OR OTHER BINDING

1 Library Binding Service

- Binding can take up to 30 working days.
- The Library does the binding only and not the printing.
- In case of any changes or corrections to the text, during or after the binding process, there will be additional charges. More information at the Cashier.
- In the event of an error being made by the Bindery, copies must be returned within seven days.
- Bound copies will NOT be posted. You are personally responsible for the collection of copies at the Ferdinand Postma Library.
- If your binding is not collected within 6 months it will be destroyed.
- Binding cost:

Cost for binding only:	Per copy
Imitation leather A5 and A4	@ R260.00
Imitation leather A3	@ R310.00
Repairs	@ R110.00
Please note: 10% Administration fee applicable on refund request.	

2 Information regarding the binding process

- Copies will be bound in imitation leather and will be lettered in gold or silver.
- Please ensure that all the pages are in the correct order and ready for binding.
- Left, right and top margins must be at least 15 mm wide. Bottom margins must be 20 mm wide.
- No punctuation will be placed between the initials of the researcher's name, only spacing will be used.

3 Information needed for the binding process

Proof of payment must be provided with application of binding

Payment can be made:

North-West University
ABSA Bank
Cheque Account No: 670 642 313
Branch code: 632 005
Reference: Your Name + Binding
Fax: +27 (0)18 299 2807
Attention: Asha Hembly
Email: asha.hembly@nwu.ac.za

NWU Cashier
Building F1
Account combination: NW.3B01318.5606

Initials as registered:	Surname as registered:	Telephone/mobile number:			
University number:	Email:				
Information for printing on front cover:					
Information for printing on spine (if the book's thickness allows):					
Lettering colour:	Gold		Silver		
Imitation leather colour:	Maroon	Blue	Green	Brown	Black
Number of official copies (if applicable):			Number of personal copies (if applicable):		

4 Library contact details

Physical address: North-West University: Potchefstroom, 11 Hoffman Street, Ferdinand Postma Library, Building E7a, Potchefstroom, 2531, South Africa

Telephone number: +27(0)18 299 2811

Fax: +27(0)18 299 2807

Email: asha.hembly@nwu.ac.za

SIGNATURE: _____ DATE: _____

<p>Copies received</p> <p>I hereby confirm that I have received and inspected all the copies and have found that they have been bound to my satisfaction.</p> <p>Initials and surname: _____ Date: _____</p> <p>Signature: _____</p>
