

## APPLICATION FOR BINDING (2026)

### 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, Building E7, Potchefstroom Campus.
- If your binding is not collected within 6 months, it will be destroyed.
- Binding cost:

<b>Cost for binding only:</b>	<b>NWU Student / Staff</b>	<b>External users</b>
Imitation leather A5	R350	R400
Imitation leather A4	R470	R500
Imitation leather A3	R520	R600
Repairs	R250-R350	R250-R350
Diaries A5 (excluding printing)	R450	R480
Diaries A4 & B5 (excluding printing)	R470	R500

### 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.
- No punctuation will be placed between the initials of the researcher's name, only spacing will be used
- Left, right and top margins must be at least 15 mm wide. Bottom margins must be 20 mm wide.

### 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

NWU Cashier

Cheque Account No: 670 642 313

Building F1

Branch code: 632 005

Account combination: NW.3B01318.5606

Reference: Your Name + Binding

Attention: Asha Hembly

Email: [Asha.Mahoney@nwu.ac.za](mailto:Asha.Mahoney@nwu.ac.za)

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

#### 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

Email: Asha.Mahoney@nwu.ac.za

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### Copies received

I hereby confirm that I have received and inspected all the copies and have found that they have been bound to my satisfaction.

Initials and surname: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_