

name _____
last first ID No.

Doctorate Project Title: FRONT COVER for HF Group Binding

Maximum 44 letters and spaces per line

Doctorate Project Title: SPINE for HF Group Binding

Maximum 70 letters and spaces (includes title, your first and last name, and year)

ALL of the following items to be turned in to SOA office, room 202:

Do not write in shaded areas - to be completed by SOA office.

For School of Architecture		
<input type="text"/>	2 loose copies of entire manuscript	2 x \$ 48 = \$ 96
<input type="text"/>	number of copies of Loose manuscript for student	_____ x \$ 48 = \$
<input type="text"/>	Check payable to HF Group for binding	\$
<input type="text"/>	Check payable to University of Hawaii for shipping	_____ wt x _____ copies = \$
<input type="text"/>	CD containing manuscript, maximum 250 MB	
For Office of Graduate Education		
<input type="text"/>	Form IV signed by Committee and Chair	
<input type="text"/>	SED Form	
<input type="text"/>	CD containing manuscript, maximum 250 MB	
For ProQuest		
<input type="text"/>	ProQuest Publication Agreement	
<input type="text"/>	Abstract, 350 word maximum (printed)	
<input type="text"/>	\$25 money order or cashier check payable to ProQuest	
<input type="text"/>	\$55 money order or cashier check payable to ProQuest <i>if signing up for COPYRIGHT</i>	
<input type="text"/>	CD containing manuscript and abstract, maximum 250 MB	

Binding of books by HF Group will take approximately 4-8 weeks. Student will be notified by email for pickup. If someone is making the pickup for you, please notify us by email to arch@hawaii.edu and provide name of that individual.

YOUR contact information:

_____ email _____ cell

Received by Student Services Office:

by date