

STIBO COMPLETE A/S

- price & ordering guide of PhD reports

The prices below are indicative as the number of PhD reports varies from case to case.

Prices are in DKK and include all taxes, processing fees, shipping and delivery to a DTU address and all other expenses. The prices are exclusive of VAT.

Price examples

12 copies	17x24 cm (Cover 4 pages, Content 100 pages).....	2.343,54
	The following 2 pages.....	10,70
22 copies	17x24 cm (Cover 4 pages, Content 100 pages).....	2.712,12
	The following 2 pages.....	15,99
12 copies	A4 (Cover 4 pages, Content 100 pages).....	2.470,84
	The following 2 pages	11,28
22 copies	A4 (Cover 4 pages, Content 100 pages).....	2.859,44
	The following 2 pages.....	16,86
Cover	If you need help with the cover artwork you will be charged 2 hrs x 550,-....	1.100,-

Note:

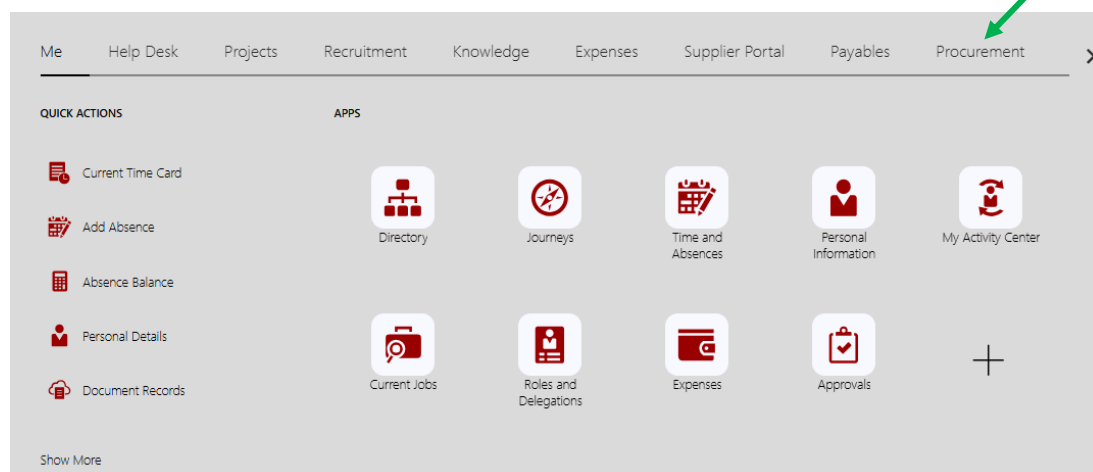
2 out of the number of PhD reports ordered are sent by Stibo Complete as a mandatory submission to the Royal Library.

How do I order

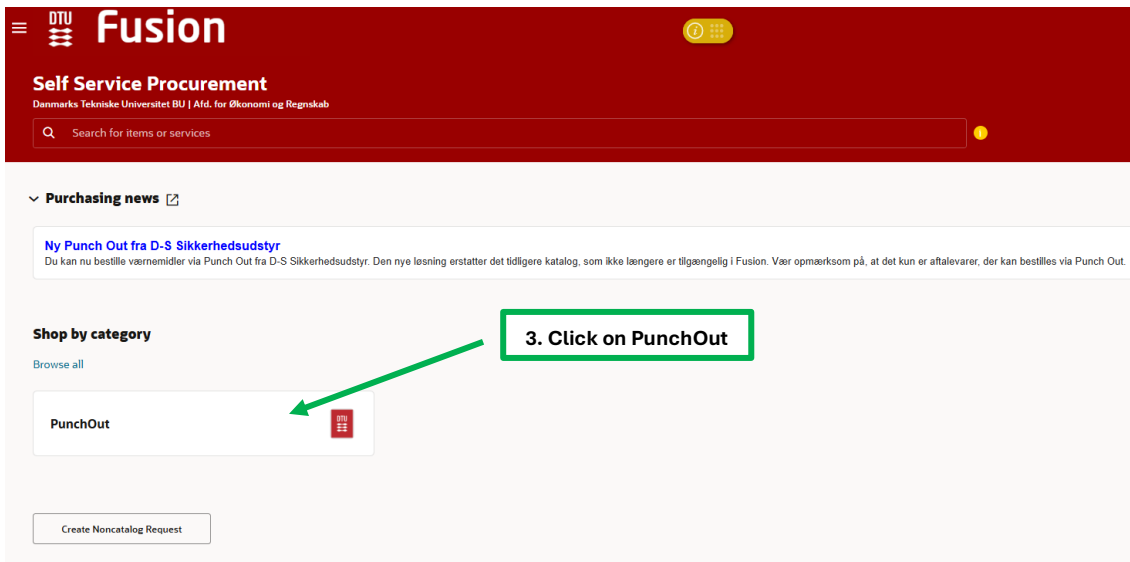
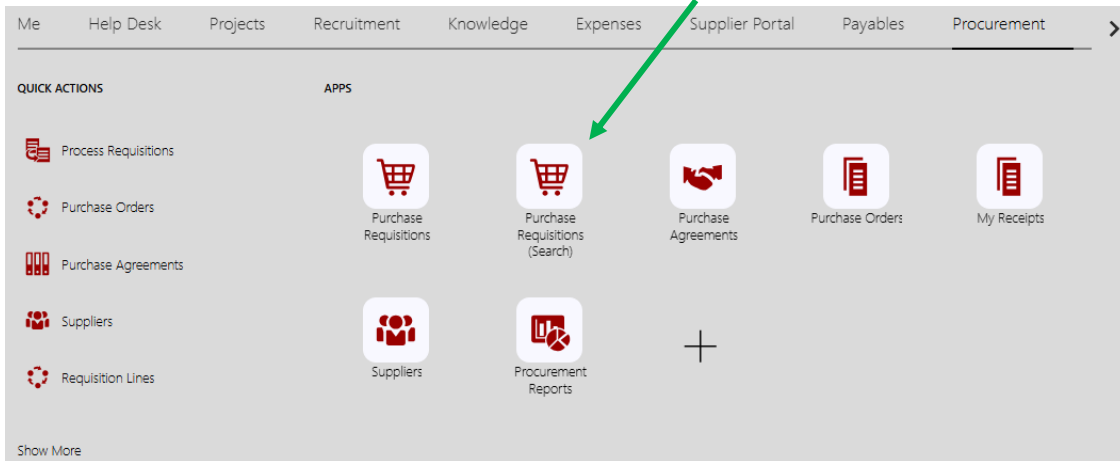
Access the supplier's punchout ordering system via DTU Fusion where you can generate your PhD report. To access DTU Fusion kindly follow this link <http://www.fusion.dtu.dk/>

Once you access DTU Fusion kindly follow steps as below:

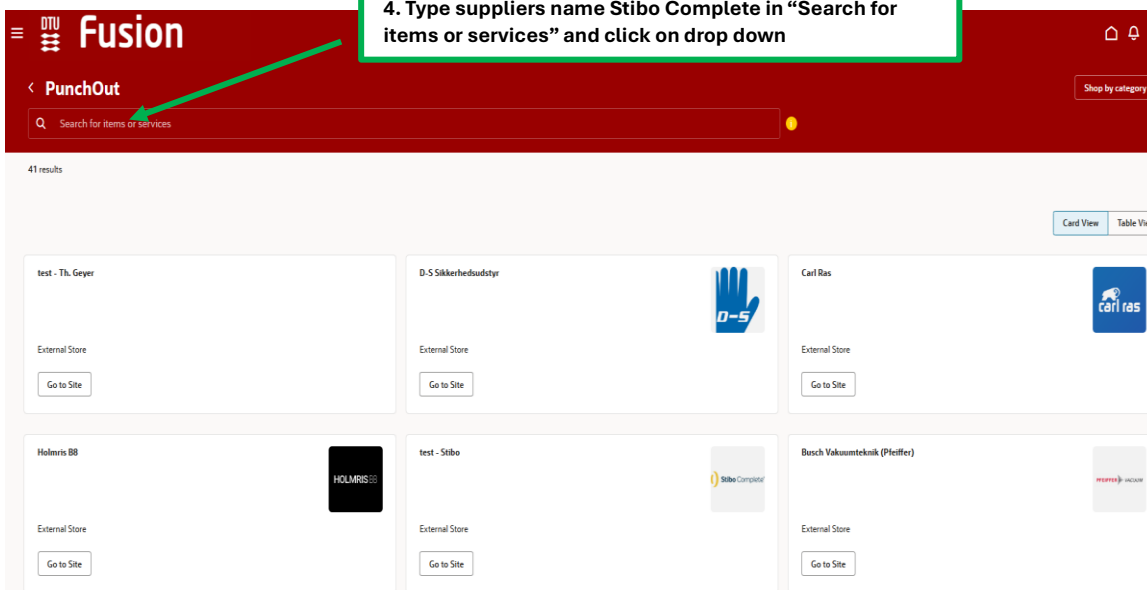
1. Click on Procurement

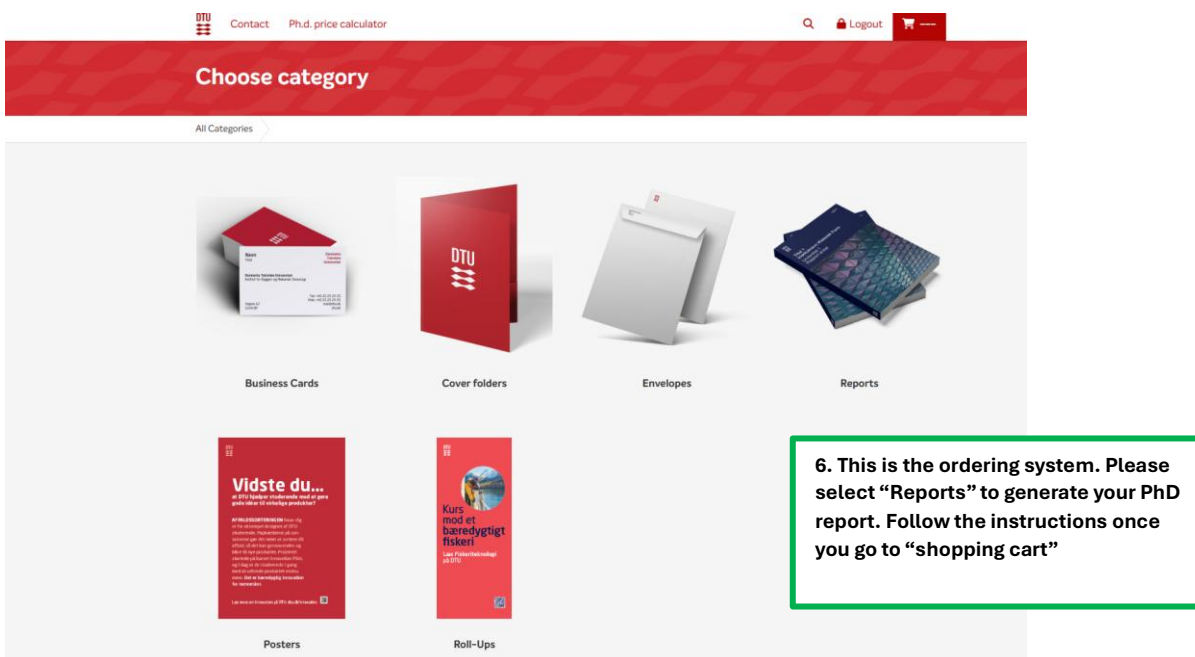
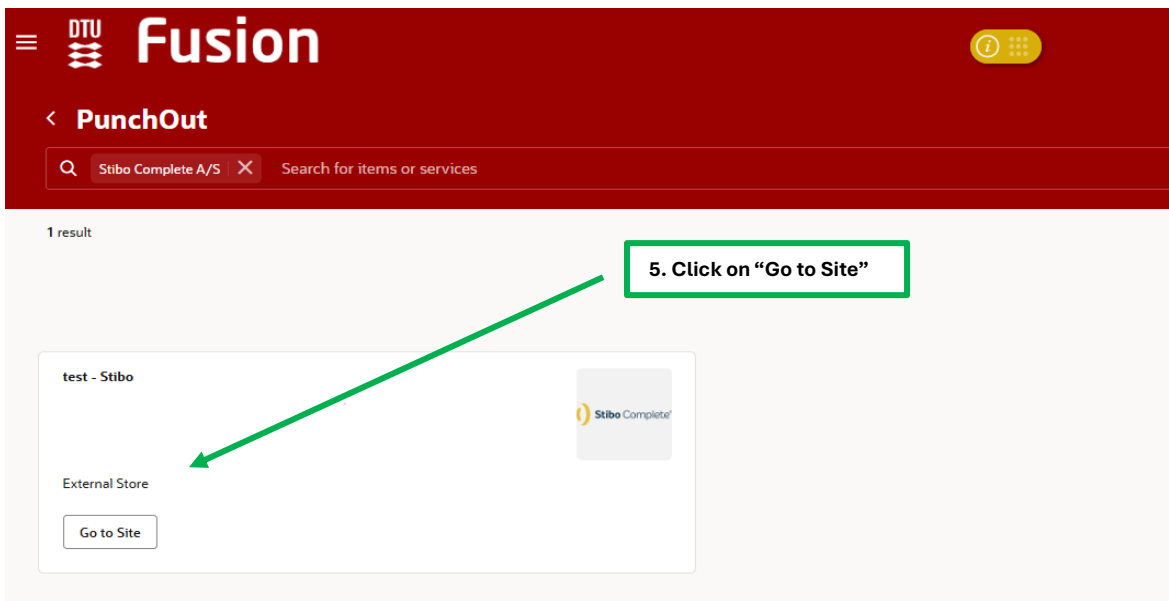


2. Click on Purchase Requisitions



4. Type suppliers name Stibo Complete in "Search for items or services" and click on drop down





Once you click “Reports” you will find that you can either choose to generate your PhD cover in the system, or you can upload your own cover. You can find design examples on DTU’s designguide: www.designguide.dtu.dk. Here you can also find guidelines with color specifications and measurements.

If you choose to upload your own cover, you must remember the following:

Spine calculator

Amount of pages in report : $2 \times 0,114 =$ spine width

(example: 124 pages : $2 \times 0,114 = 7,068$ mm (round up to 7,1 mm))

Bleed

You must ensure that the complete cover has a +3mm bleed.

Crop- and foldmarks

Make sure that you define fold marks on your document. The fold marks indicate where the back folds to the spine, and where the spine folds to the front.

Both crop and fold marks must be outside the print area. Lines need only be 0,5 pkt thick and their color should be defined as 'registration'

Colors

Make sure your colors in both images and background colours are defined in CMYK.

Images

Use highres images for the best possible quality print.

The actual size of the image – not the original image– needs to be a minimum of 100dpi is required for digital print. 300dpi for offset print.

If you need help to create the cover artwork, you can order a cover from Stibo Complete. The cover costs will be 2 hrs @ 550,00 DKK = 1.100 DKK (ex. VAT).

Please contact our Key Account Manager at Stibo Complete for assistance with cover artwork or any other queries regarding the ordering system:

Jens Høgstrup Henriksen

Tel.: +45 20 54 75 41

Mail: jenh@stibo.com

If you contact Stibo Complete with an inquiry directly by phone or mail please always inform your correct Department/Institute name to ensure correct invoicing. It is not sufficient to inform a group name or project name – you do require to inform your department/Institute name.

If you have any queries, kindly contact your purchase super user at your institute. Overview of super users can be found in DTU Fusion via following link [Overview of super users](#)

Delivery time

If you need help to create the cover, you should expect up to **5 working days** depending on the support level. Hereafter the printing process at Stibo Complete can be initiated and takes up to **12 working days**.

If any questions to the above kindly contact:

Karin Rømer Holmsgaard

Category Manager

DTU AØR – Group Procurement

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