

Digital Reproduction Policies

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THANK YOU!

Digital Reproduction Order Form

Name: _____ Phone: _____

Company: _____ FAX: _____

Email: _____ Date: _____

Mailing Address: _____

PLEASE ALLOW FOR A TURNAROUND TIME OF 2-3 WEEKS

Digital Reproductions: \$18.00 per image*

Digital Reproductions are uncompressed 8-bit grayscale TIFFs, 600 ppi. Please see delivery options to the right.

***Please see staff for oversized items or RUSH fees.**

Delivery Options:

- E-mail:** (no cost)
- Pick-up:** (no cost)
- Mail** (within United States): \$5.00

	Photo Number (see back of photo)	Photo Location: Photo File Name <u>or</u> PC number <u>or</u> MS number (include Box and Folder Number)		Total (\$18.00/each)
1				
2				
3				
4				
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6				
7				
8				
9				

Payment Method:

- Cash
- Check
- Visa
- MasterCard
- AmEx
- Money Order

Credit Card #: _____

Exp. Date: _____ V-code*: _____

Name on Card: _____

Billing Zip code: _____

Signature: _____

* 3 or 4 digit verification number located on the back of your card.

Subtotal:	
Postage:	
Use Fees:	
TOTAL:	

Staff Use Only: Receipt#: _____ Staff Initial: _____ PTU _____ Invoiced _____ Completed _____