**Order #:**

**Reproduction Request Application and Agreement**

For scans and digital prints of Library and Archives materials

**Instructions:** This form must be completed and signed before the reproduction order can be processed. By signing this form, you agree to the following Conditions and Fees:

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\_\_\_\_ I understand that prepayment will be required for reproduction fees.

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\_\_ I am also submitting the Permission for Use form. I understand that permission fees will be billed separately

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\_\_\_\_ I am not submitting the Permission for Use form. These reproductions are for personal use only. Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I agree to the above conditions and fees. If I am requesting the Images for myself, a company or organization, I have the authority to act on behalf of that company, organization. I understand that failure to comply with these rules may result in the denial of future requests for reproductions.

Print Name Agency/Institution



Signature Date



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Reproduction Request-for scans or digital prints

Order #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE PRINT FULL CONTACT INFORMATION

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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You will be contacted for prepayment before your order is processed. Turn around time is 2weeksfrom the time payment is received. For large orders, a staff member will contact you with an estimated time of completion.

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|  | **Scans**  (All scans are delivered in 300 DPI TIFF format) | **Digital Prints**  (Inkjet printed on archival paper) |

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| **Accession# or Description** | Output  Size **8x10** | Output size **11x14** | Output  Size  **16x20** | Print Size **8x10** | Print Size **11x14** | Print Size **16x20** |
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| Please indicate delivery method at right | \_\_Online Delivery  \_\_Mail CD/DVD  \_\_Pick up CD/DVD | \_\_Mail  \_\_Pick up |