

AUDIO REFORMATTING FORM

TODAY'S DATE: _____

NAME: _____

ADDRESS _____

CITY: _____

STATE/ZIP CODE: _____

COUNTRY: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

READ "GENERAL CONDITIONS OF SERVICE" FORM AND SIGN BELOW:

ORDER NO:
RECEIVED IN PRD:

ORAL HISTORY RESEARCH OFFICE
 COLUMBIA UNIVERSITY
 535 WEST 114TH STREET
 NEW YORK, NEW YORK, 10027
 PHONE: 212-854-7083
 FAX: 212-854-1365
 ORALHIST@LIBRARIES.CUL.COLUMBIA.EDU
 HTTP://WWW.COLUMBIA.EDU/CU/LWEB/INDIV/ORAL/

ORDER APPROVED BY:

 (CURATOR/LIBRARIAN)

 (DATE)

CALL NO/COLL: _____

INTERVIEWEE: _____

TITLE/DESCRIPTION: _____

DATE: _____

	QUANTITY	UNIT PRICE	CHARGE
Reel to reel audiotapes, cassettes, LPs, 78s, etc.	1-5 items	@ \$80.00 ea	=
	6-10 items	@ \$180.00 ea	=
	11 or more items	@ \$260.00 ea	=
Copy of existing digital audio file	Any number of items	@ 15.00 ea	=
		MAILING (\$5 MINIMUM)	=
		TOTAL COST	=

- (1) SELECT PREFERRED FILE FORMAT: .WAV MP3
- (2) FILES ARE PROVIDED ON DISC ONLY
- (3) IF AUDIO MEDIA ARE IN POOR PHYSICAL CONDITION IT MAY BE IMPOSSIBLE TO DIGITIZE THE CONTENT
- (4) Because we cannot listen to/view the items until they have been digitized, we cannot guarantee that the content is in fact what is written on the housing, nor can we guarantee sound quality.

PAYMENT TYPE: CASH CHECK VISA/MC

DELIVERY METHOD: CALL FOR PICK-UP US MAIL
 UPS FEDERAL EXPRESS
 (ACCT.NO: _____)

*Digital reformatting may be requested for items recorded by Columbia University Libraries. Columbia University Libraries reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. Customers must review and sign the Conditions of Services form and submit with order.

**IF NECESSARY,
 ATTACH ADDITIONAL INSTRUCTIONS
 OR DOCUMENTATION**
 Other audio formats and items in poor physical condition may cost more. Videotape and movie film vendor prices for conversion range from \$250 per recorded hour up to \$2,000 or more depending on medium and condition.