

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:

PRESERVATION REFORMATTING DEPT
 COLUMBIA UNIVERSITY
 535 WEST 114TH STREET
 NEW YORK, NEW YORK, 10027
 PHONE: 212-854-1332
 FAX: 212-854-9825
 PRD-ORDERS@LIBRARIES.CUL.COLUMBIA.EDU
 HTTP://WWW.COLUMBIA.EDU/CU/LWEB/SERVICES/
 PRESERVATION/REPRODUCTIONS.HTML

ORDER APPROVED BY:

 (CURATOR/LIBRARIAN)

 (DATE)

CALL NO/COLL: _____

CREATOR: _____

TITLE/DESCRIPTION: _____

DATE: _____

	QUANTITY	UNIT PRICE	CHARGE
Reel to reel audiotapes	REELS=	@ \$75.00	=
Audiocassettes	REELS=	@ \$75.00	=
Audio discs (indicate type of disc)	DISCS=	@ \$75.00	=
		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

PAYMENT TYPE: CASH CHECK VISA/MC

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

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IF NECESSARY,
 ATTACH ADDITIONAL INSTRUCTIONS
 OR DOCUMENTATION