

# AUDIO REFORMATTING FORM

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

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RARE BOOK AND MANUSCRIPT LIBRARY  
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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  
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**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.