**PHOTOGRAPHY & DIGITAL REPRODUCTION ORDER FORM**

**TODAY’S DATE:** ____________________________________________

**NAME:** ___________________________________________________

**ADDRESS**

________________________________________________________________

**CITY, STATE, ZIP:** __________________________________________

**COUNTRY:** _________________________________________________

**TELEPHONE NUMBER:** ______________________________________

**FAX NUMBER:** _____________________________________________

**EMAIL ADDRESS:**

□ CU STUDENT □ CU FACULTY/STAFF/ALUMNI □ NON-CU

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**CALL NO/MSCOLL:** __________________________________________

**AUTHOR/CREATOR:** __________________________________________

**TITLE/DESCRIPTION:** ____________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

**DATE:** ____________________________________________________

**PAGES:** __________________________________________________

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<table>
<thead>
<tr>
<th>PHOTOGRAPHY SERVICES</th>
<th>QUANTITY</th>
<th>CU STUDENT</th>
<th>CU ID</th>
<th>NON-CU</th>
<th>CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW PHOTO NEGATIVE B&amp;W (1)</td>
<td>$12</td>
<td>$17</td>
<td>$20</td>
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<tr>
<td>NEW PHOTO NEGATIVE COLOR (1)</td>
<td>$20</td>
<td>$23</td>
<td>$25</td>
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<tr>
<td>8x10 B&amp;W PRINT</td>
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<td>$18</td>
<td>$25</td>
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<tr>
<td>8x10 COLOR PRINT</td>
<td>$22</td>
<td>$27</td>
<td>$32</td>
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<tr>
<td>OTHER PRINT SIZE (2)</td>
<td>See below</td>
<td>See below</td>
<td>See below</td>
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<tr>
<td>□11x14 □16x20 □ OTHER</td>
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<tr>
<td>COLOR TRANSPARENCY (4x5)</td>
<td>$45</td>
<td>$50</td>
<td>$55</td>
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<tr>
<td>COLOR SLIDE (35mm)</td>
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<td>$17</td>
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<td>DIGITAL SERVICES (3)</td>
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<tr>
<td>SOURCE DOCUMENT, NEGATIVE, TRANSPARENCY, SLIDE, PHOTOGRAPHIC PRINT, OBJECT (INC. BOUND VOLS. AND LOOSE MSS)</td>
<td>$25</td>
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<tr>
<td>COPY OF EXISTING IMAGE OR AUDIO FILE</td>
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<tr>
<td>COPY OF EXISTING NEGATIVE/TRANSPARENCY</td>
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</table>

**BIBLIOGRAPHIC SERVICES FEE**

| MAILING ($5 MIN.) | | | |
| TOTAL COST | | | |
| AMOUNT RECEIVED | | | |

**NOTES**

(1) COLUMBIA UNIVERSITY LIBRARIES GENERALLY RETAINS NEGATIVES MADE IN FILLING PHOTOGRAPHIC ORDERS.

(2) PRICES FOR LARGER PRINT SIZES:

**B&W**

11x14 $20 (CU STUDENT) / $22 (CU FACULTY/STAFF/ALUMNI) / $25 (NON-CU)

16x20 $30 (CU STUDENT) / $32 (CU FACULTY/STAFF/ALUMNI) / $35 (NON-CU)

**COLOR**

11x14 $35 (CU STUDENT) / $40 (CU FACULTY/STAFF/ALUMNI) / $45 (NON-CU)

16x20 $55 (CU STUDENT) / $60 (CU FACULTY/STAFF/ALUMNI) / $65 (NON-CU)

(3) FILES PROVIDED ON CD OR DVD; DEFAULT: TIFF FORMAT; 300 PPI; 8BIT

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**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**

06 February 2008