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

CALL NO/MSCOLL:_____________________________________________________________________________________

AUTHOR/CREATOR: ___________________________________________________________________________________

TITLE/DESCRIPTION:___________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

DATE: ______________________________________________________________________________________________

PAGES: ______________________________________________________________________________________________

<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></td>
<td>$12</td>
<td>$17</td>
<td>$20</td>
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<tr>
<td>NEW PHOTO NEGATIVE COLOR (1)</td>
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<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>$13</td>
<td>$18</td>
<td>$25</td>
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<tr>
<td>8x10 COLOR PRINT</td>
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<td>$22</td>
<td>$27</td>
<td>$32</td>
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<tr>
<td>OTHER PRINT SIZE (2)</td>
<td>□11x14 □16x20 □ OTHER</td>
<td>See below</td>
<td>See below</td>
<td>See below</td>
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<tr>
<td>COLOR TRANSPARENCY (4x5)</td>
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<td>COLOR SLIDE (35mm)</td>
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<td>DIGITAL SERVICES (3)</td>
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<td>$30</td>
<td>$35</td>
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<tr>
<td>SOURCE DOCUMENT: NEGATIVE, TRANSPARENCY, SLIDE, PHOTOGRAPHIC PRINT, OBJECT (INC. BOUND VOLS. AND LOOSE MSS)</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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</tbody>
</table>

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

BIBLIOGRAPHIC SERVICES FEE

MAILING ($5 MIN.)

TOTAL COST

AMOUNT RECEIVED

ORDER APPROVED BY:_________________________________________

CURATOR/LIBRARIAN)

DATE)

PAYMENT TYPE: ☐ CASH ☐ CHECK ☐ VISA/MC

DELIVERY METHOD: ☐ CALL FOR PICK-UP ☐ US MAIL

(IF NECESSARY, ATTACH ADDITIONAL INSTRUCTIONS OR DOCUMENTATION)

06.February 2008