

# PHOTOGRAPHY & DIGITAL REPRODUCTION ORDER FORM

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CU STUDENT  CU FACULTY/STAFF/ALUMNI  NON-CU

C.V. STARR EAST ASIAN LIBRARY  
 300 KENT HALL, MC 3901, COLUMBIA UNIVERSITY  
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 (CURATOR/LIBRARIAN)

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 (DATE)

CALL NO/MSCOLL: \_\_\_\_\_

AUTHOR/CREATOR: \_\_\_\_\_

TITLE/DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
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DATE: \_\_\_\_\_

PAGES: \_\_\_\_\_

	QUANTITY	CU STUDENT	CU ID	NON-CU	CHARGE
<b>PHOTOGRAPHY SERVICES</b>					
NEW PHOTO NEGATIVE B&W (1)		\$12	\$17	\$20	
NEW PHOTO NEGATIVE COLOR (1)		\$20	\$23	\$25	
8x10 B&W PRINT		\$13	\$18	\$25	
8x10 COLOR PRINT		\$22	\$27	\$32	
OTHER PRINT SIZE (2) <input type="checkbox"/> 11x14 <input type="checkbox"/> 16x20 <input type="checkbox"/> OTHER _____		See below	See below	See below	
COLOR TRANSPARENCY (4x5)		\$45	\$50	\$55	
COLOR SLIDE (35mm)		\$12	\$17	\$20	
<b>DIGITAL SERVICES (3)</b>					
SOURCE DOCUMENT: NEGATIVE, TRANSPARENCY, SLIDE, PHOTOGRAPHIC PRINT, OBJECT (INC. BOUND VOLS. AND LOOSE MSS)		\$25	\$30	\$35	
COPY OF EXISTING IMAGE FILE (per image)		\$10	\$12	\$15	
COPY OF EXISTING NEGATIVE/TRANSPARENCY		\$15	\$20	\$25	

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

PAYMENT TYPE:  CASH  CHECK  VISA/MC

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

**IF NECESSARY,  
 ATTACH ADDITIONAL INSTRUCTIONS  
 OR DOCUMENTATION**