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: ______________________________________________________________________________________________

ORDER APPROVED BY:_________________________________________

_________________________________________(DATE)

QUANTITY CU STUDENT CU ID NON-CU CHARGE

PHOTOGRAPHY SERVICES

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) See below See below See below
☐11x14 ☐16x20 ☐ OTHER________
COLOR TRANSPARENCY (4x5) $45 $50 $55
COLOR SLIDE (35mm) $12 $17 $20

DIGITAL SERVICES (3)

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

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

PAYMENT TYPE: ☐ CASH ☐ CHECK ☐ VISA/MC

DELIVERY METHOD: ☐ CALL FOR PICK-UP ☐ US MAIL ☐ UPS ☐ FEDERAL EXPRESS

(IF NECESSARY, ATTACH ADDITIONAL INSTRUCTIONS OR DOCUMENTATION)

06 February 2008