## 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:** ______________________________________________________________________________________________

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**PHOTOGRAPHY SERVICES**

<table>
<thead>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>NEW PHOTO NEGATIVE COLOR (1)</td>
<td>$20</td>
<td>$23</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>8x10 B&amp;W PRINT</td>
<td>$13</td>
<td>$18</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>8x10 COLOR PRINT</td>
<td>$22</td>
<td>$27</td>
<td>$32</td>
<td></td>
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<tr>
<td>OTHER PRINT SIZE (2)</td>
<td>See below</td>
<td>See below</td>
<td>See below</td>
<td></td>
</tr>
<tr>
<td>□ 11x14</td>
<td>□ 16x20</td>
<td>□ OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLOR TRANSPARENCY (4x5)</td>
<td>$45</td>
<td>$50</td>
<td>$55</td>
<td></td>
</tr>
<tr>
<td>COLOR SLIDE (35mm)</td>
<td>$12</td>
<td>$17</td>
<td>$20</td>
<td></td>
</tr>
</tbody>
</table>

**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 |

**BIBLIOGRAPHIC SERVICES FEE**

<table>
<thead>
<tr>
<th>MAILING ($5 MIN.)</th>
<th>TOTAL COST</th>
<th>AMOUNT RECEIVED</th>
</tr>
</thead>
</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

**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**

06 February 2008