# AUDIO REFORMATTING FORM

**TODAY'S DATE:** __________________________

**NAME:** ________________________________

**ADDRESS**

______________________________________________________________________________

**CITY:** ________________________________

**STATE/ZIP CODE:** ________________

**COUNTRY:** ___________________________

**TELEPHONE NUMBER:** ________________________________

**FAX NUMBER:** ________________________________

**EMAIL ADDRESS:** ________________________________

---

**CALL NO/COLL:** _____________________________________________

**CREATOR:** _____________________________________________

**TITLE/DESCRIPTION:** _____________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

**DATE:** __________________________

---

**ORDER NO:** ________________

**RECEIVED IN PRD:** ________________

**PRESERVATION REFORMATTING DEPT**

**COLUMBIA UNIVERSITY**

**535 WEST 114TH STREET**

**NEW YORK, NEW YORK, 10027**

PHONE: 212-854-1332

FAX: 212-854-9825

PRD-ORDERS@LIBRARIES.CUL.COLUMBIA.EDU

HTTP://WWW.COLUMBIA.EDU/CU/LWEB/SERVICES/PRESERVATION/REPRODUCTIONS.HTML

---

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reel to reel audiotapes, cassettes, LPs, 78s, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-5 items</td>
<td>@ $80.00 ea</td>
<td></td>
</tr>
<tr>
<td>6-10 items</td>
<td>@ $180.00 ea</td>
<td></td>
</tr>
<tr>
<td>11 or more items</td>
<td>@ $260.00 ea</td>
<td></td>
</tr>
<tr>
<td>Copy of existing digital audio file</td>
<td>Any number of items</td>
<td></td>
</tr>
<tr>
<td></td>
<td>@15.00 ea</td>
<td></td>
</tr>
</tbody>
</table>

(1) SELECT PREFERRED FILE FORMAT: .WAV □ MP3 □

(2) FILES ARE PROVIDED ON DISC ONLY

(3) IF AUDIO MEDIA ARE IN POOR PHYSICAL CONDITION IT MAY BE IMPOSSIBLE TO DIGITIZE THE CONTENT

(4) Because we cannot listen to/view the items until they have been digitized, we cannot guarantee that the content is in fact what is written on the housing, nor can we guarantee sound quality.

---

**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**

Other audio formats and items in poor physical condition may cost more. Videotape and movie film vendor prices for conversion range from $250 per recorded hour up to $2,000 or more depending on medium and condition.

---

*Digital reformatting may be requested for items recorded by Columbia University Libraries. Columbia University Libraries reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. Customers must review and sign the Conditions of Services form and submit with order.*