

# AUDIO REFORMATTING FORM

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

CITY: \_\_\_\_\_

STATE/ZIP CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**READ "GENERAL CONDITIONS OF SERVICE" FORM AND SIGN BELOW:**

\_\_\_\_\_

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

ORDER APPROVED BY:

\_\_\_\_\_  
 (CURATOR/LIBRARIAN)

\_\_\_\_\_  
 (DATE)

CALL NO/COLL: \_\_\_\_\_

CREATOR: \_\_\_\_\_

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

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

	QUANTITY	UNIT PRICE	CHARGE
Reel to reel audiotapes, cassettes, LPs, 78s, etc.	1-5 items	@ \$80.00 ea	=
	6-10 items	@ \$180.00 ea	=
	11 or more items	@ \$260.00 ea	=
Copy of existing digital audio file	Any number of items	@ 15.00 ea	=
		MAILING (\$5 MINIMUM)	=
		TOTAL COST	=

- (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: \_\_\_\_\_)

\*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.

**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.