## **Order Form for Reproduction Services**

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Name of Requestor:	
Address:	
Email Address or Phone Number:	Date of Request
	Note: See Price List to determine cost

	Note: See Price List to determine cost											
Items:					Photocopies			Prints		Digital Files		
Manuscript Collection Name/ Author of Book	Manuscript Box No./ Book Call No.	Folder No. or Title/ Book Title & Volume No.	Item Date	Item Description	Page Nos./ Plate No.	Black & White 8 ½" x 11" or 81/2"x 14"	Color 8 ½" x 11" Choose: Copy Paper or Glossy Photo Quality Paper	Color 11" x 17" Choose: Copy Paper or Glossy Photo Quality Paper	8"x10" (or smaller) Choose: Photographic or Fine Arts Paper	11"x14" Choose: Photographic or Fine Arts Paper	300dpi tiff on CD-ROM	