

Duplication Request Form / Invoice

Michigan Technological University Archives
and Copper Country Historical Collections
1400 Townsend Dr. Houghton, MI 49931

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www.lib.mtu.edu/mtuarchives

I hereby request permission to have the materials listed below duplicated. I agree to abide by the policies of the Michigan Technological University Archives and Copper Country Historical Collections and any additional restrictions to particular collections. I understand that photographic duplications are intended for one-time use and that any duplication or subsequent use is only possible with written permission of the Michigan Technological University Archives and Copper Country Historical Collections. I understand that I will be required to sign a "Photographic agreement form" when I take possession of the photographic duplications, which will outline my responsibilities in using this material.

Name (Please Print): _____ Signature: _____ Date: ____/____/____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone Number: _____

Intended Use of Material: _____ Non-Profit For Profit

#	DESCRIPTION Existing Digarch Image # <u>Or</u> specific location of original (collection / box / folder)	Photo Prints		Scans ♣		Oversize / Wide Format ■			Other Prints ■		Cost
		<input type="checkbox"/> Glossy <input type="checkbox"/> Matte		TIFF \$5.00	CD \$1.00	TIFF Scan \$7.00	Oversize Color Print \$12.00	Photo- copy \$6.00	Copies \$0.20	Microfilm \$0.30	
		8.5x11 \$7.00	11x17 \$9.00								
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Special Instructions: _____

Subtotal	
6 % Michigan Sales Tax ☺	
Shipping / Handling Fee ■	
Rush Fee ► (double pre-tax subtotal)	
Total	

Method of Payment:

- () MTU account number _____
 - () Cash (U.S. Dollars only please, in person)
 - () Check or money order (Payable to Michigan Technological University Archives)
 - () Credit Card (Master or Visa)
- Name on Card: _____
Credit Card #: _____ Expiration Date: ____/____/____
V Code: _____

- ♣ **Scans:** TIFF (600 dpi High Resolution), JPEG (300 dpi Low Resolution), CD (Image Disk)
- ☺ **Taxes:** Let us know if you are Tax exempt: **Number:** _____
- **Shipping:** \$5.00 standard (other charges apply for oversize and express shipment)
- **Handling:** \$10.00 handling fee on oversized duplication
\$5.00 hourly charge for 50 or more standard photocopies or microfilm prints
- **Rush Fee:** Two day rush available for double the cost.
- Standard Processing Time:** Please allow seven to ten days for processing