

**DATE**

# Request for Reproduction Services

 /  / 
**Name :** 
**Organization :**  **Email :** 
**Address :** 
**City :**  **State :** 
**Zip Code :**  **Phone :** 

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### FOR STAFF USE ONLY

 Received by :  Prepay :  Y  N  Order No :  Notified : 

 Date completed :  /  / 

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 is denied. Reason : 

Staff signature

Date

# Request for Reproduction Services

Due to a high volume of requests, turnaround time for orders is two weeks (large or complex orders may take longer).

Total number of items for reproductions :

Delivery :

- Email | FTP
- Pick up at AHC
- CD | DVD (+\$3)
- Flash drive 16GB (+\$6)
- Flash drive 64GB (+\$14)

Payment method :

- Credit Card
  - Cash
  - Invoice : # \_\_\_\_\_
  - Check : # \_\_\_\_\_
- Make checks payable to Austin Public Library

**Total fees** (from below) :

**Sales tax** (TX residents 8.25%) :

**Microfilm | copy fees** :

**Mail | media fees** :

**TOTAL :**

EXAMPLES	Item :	Collection :	Print :	Digital File :	Reproduction Fee :	Licensing Fee :	Permissions Only
	The item number as it appears on the label. For archival collections, indicate the box and folder. If you cannot find an item number, provide a brief item description.	As it appears on the label.	Indicate size and paper finish.	Indicate 300dpi (standard) or other resolution.	Consult <a href="#">reproduction price list</a> .	Consult <a href="#">licensing fee sheet</a> .	
	#024. Box 4, Folder 2.	AR-2005-001		300dpi	\$5	\$25	<input type="checkbox"/>
	PICH-07882	HB - 1 st St. E. 2301	16x20 premium semi-matte		\$40	N/A	<input type="checkbox"/>
	1929 Letter. Box 1, Folder 1.	AR-2019-010		600dpi	\$30	\$150	<input type="checkbox"/>
PICA-01023	AF - Treaty Oak					<input checked="" type="checkbox"/>	

	Item	Collection	Print	Digital File	Reproduction Fee	Licensing Fee	Permissions Only
1							<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
4							<input type="checkbox"/>
5							<input type="checkbox"/>
6							<input type="checkbox"/>
7							<input type="checkbox"/>
8							<input type="checkbox"/>
9							<input type="checkbox"/>
10							<input type="checkbox"/>
11							<input type="checkbox"/>
12							<input type="checkbox"/>

Please number additional sheets.

Reproduction total : \$  
Licensing total : \$

**TOTAL FEES :**

