

## Duplication Request Form / Invoice

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

Tel. 906-487-2505  
e-mail copper@mtu.edu  
www.mtu.edu/library/archives/

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 CCHI 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	CD	TIFF	Oversize	Copies	Microfilm	
		8.5x11 \$15.00	11x17 \$20.00	\$10.00 ♣	\$1.00	Scan \$25.00	Print \$40.00	\$0.25	\$0.30	
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Special Instructions: \_\_\_\_\_  
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Subtotal	
6 % Michigan Sales Tax ☉	
Shipping / Handling Fee ☼	
Rush Fee ♦ (double pre-tax subtotal)	
<b>Total</b>	

**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

- ♣ **Scans:** TIFF (600 dpi High Resolution), JPEG (300 dpi Low Resolution), CD (Image Disk)
- ♣ **Note:** Digital copies of scanned items currently available on Copper Country Historical Images are \$5.00 each.
- ☉ **Taxes:** Let us know if you are Tax exempt: **Number:** \_\_\_\_\_
- ☼ **Shipping:** \$5.00 standard (other charges apply for oversize and express shipment)
- ☼ **Handling:** Requests for 50 pages or more will include a minimum fee of \$10.00 with an additional \$10/hour service charge after the first hour.
- ♦ **Rush Fee:** 48-hour turnaround to shipping "rush" available for double the cost.
- Standard Processing Time:** Please allow seven to ten days for processing