

SPECIAL COLLECTIONS & UNIVERSITY ARCHIVES

③ >Call/Collection Number >Author/Title; Collection Title >Page/Box >Folder >Image #/Description >> total cost

>scan options >resolution: _____ >scale: □ _____ >color: _____ >file format: _____ >same as above

>print options >size: _____ >paper surface: □ _____ >quantity: _____ \$ _____

④ >Call/Collection Number >Author/Title; Collection Title >Page/Box >Folder >Image #/Description >> total cost

>scan options >resolution: _____ >scale: □ _____ >color: _____ >file format: _____ >same as above

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>scan options >resolution: _____ >scale: □ _____ >color: _____ >file format: _____ >same as above

>print options >size: _____ >paper surface: □ _____ >quantity: _____ \$ _____

>For requests of greater than five scans, use additional sheets

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Signature of Applicant: _____ Date: _____

>>PRINT OPTIONS

>Paper Type / Surface:

- Photo Quality Ink Jet Paper (matte surf., 4.9 mil/27 lb.)
- Enhanced Matte Paper (matte surface, 10.3 mil thick)
- Premium Luster Photo Paper (luster surface, 10 mil thick)
- Premium Semigloss Photo Paper (semigloss surface, 10.4 mil)
- Photo Paper (gloss surface, 9.4 mil/52 lb.)
- EPSON Velvet Fine Art Paper (100% Cotton Rag, 19mil additional \$2.00 / print)

>>SCAN OPTIONS

>Resolution:

- WWWWeb page □ (75 dpi)
- Publication quality (300 dpi)
- Fine publication □ (600 dpi)
- Poster quality □ (1200 dpi)

>Color:

- Color (RGB)
- Color (CMYK)
- Greyscale (Black & White)
- Lineart

>File Format:

- TIF/TIFF
- PIC/PICT
- JPG/JPEG
- GIF
- BMP/BITMAP

>>FOR STAFF USE ONLY

>order taken by: □ date: □

>material pulled: □ date: □

>ISC received: □ date: □

>ISC complete: □ date: □

>Pickup/ship: □ date: □

TOTAL FEE: □ _____

INVOICE#: □ _____

CASH/CHECK: □ _____

FIS INDEX: □ _____