

## Digital Reproduction Policies

Library and Archives  
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Tucson, Arizona 85719

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Fax: 520-629-8966  
Email: [ahsref@azhs.gov](mailto:ahsref@azhs.gov)

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**THANK YOU!**

For additional information or questions regarding this form, please contact the Library and Archives Department via email: [ahsref@azhs.gov](mailto:ahsref@azhs.gov) or phone: 520-617-1157.

# Digital Reproduction Order Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

### PLEASE ALLOW FOR A TURNAROUND TIME OF 4-6 WEEKS

**Delivery Options:**    Pick-up (no charge)    Mail (USPS): \$5.00    Fed Ex Acct.#: \_\_\_\_\_

**Rush Order:**    5 business days: \$20.00/image    24 hour: \$35.00/image\*

\*Consult with Library/Archives Department for availability of overnight and/or large rush orders. Rush orders do not include transit time.
**Digital Files** are uncompressed 8-bit grayscale .tiff, scanned at 600 ppi, and delivered on CD-ROM.

<b>Digital File on CD:</b>	<b>\$18.00 per image</b>
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	Photo Number <small>(see back of Photo)</small>	Photo Location: <small>File Name / Photograph or Manuscript Collection (include Box and Folder Number)</small>		Total
1				
2				
3				
4				
5				
6				
7				
8				
9				

**Payment Method:**  
  
 Cash  
 Check  
 Visa  
 MasterCard  
 AmEx  
 Money Order

 Credit Card #: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ V-code\*: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Billing Zip code: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
\* 3 or 4 digit verification number located on the back of your card.

<b>Subtotal:</b>	
<b>Postage:</b>	
<b>Rush Fee:</b>	
<b>Use Fees:</b>	
<b>TOTAL:</b>	