



HARRY RANSOM CENTER

PHOTODUPLICATION ORDER FORM

Invoice # _____

Page ____ of ____

Please print or type

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Phone (daytime):

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Delivery instructions:

- Rush (<2 weeks; 100% surcharge)
- To be picked up in HRC 3.210
- USPS First Class Mail (domestic)
- USPS Priority Mail (domestic)
- USPS First-Class Mail International
- FedEx (can use UPS or DHL if patron has account)
- _____ company/account #
- email (low-resolution scans only) to: _____
- FTP (consult HRC staff first)

Type of photoduplication:

- Low-resolution scans (72 dpi PDFs) (max. 350 per 6 mos.)
- Low-resolution scans (72 dpi JPEGs) (max. 50 per 6 mos.)
- Printouts from low-resolution scans
- High-resolution scans (TIFFs)
- High-resolution scans (JPEGs)
- Printouts from high-resolution scans
- Duplicate microfilms
- Panoramas (TIFFs)
- Panoramas (JPEGs)
- Panoramas (printouts)
- Audio (CD)
- Video (DVD)
- Other _____

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Curator: _____
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Photoduplication Shipping Options

Domestic					
Sales tax of 8.25% is applied to orders picked up in person or mailed to an address in Texas.					
Method	Limitations	Tracking?	Delivery time	Handling fee*	Shipping
Pick up in HRC 3.210				\$10	\$0
Email	Available for <8 low-res scans only	No		\$10	\$0
First-Class Mail® (USPS)	Packages 13 oz or less, or letters 3.5 oz or less	No	1-3 days	\$10	†
Priority Mail (USPS)	Packages 70 pounds or less	No	2-3 days	\$10	†
Federal Express		Yes	Overnight	\$10	†
FTP				\$10	\$0
International					
Method	Limitations	Tracking?	Delivery time	Handling fee	Shipping
Email	Available for <8 low-res scans only	No		\$10	\$0
First-Class Mail® International (USPS)	Packages 4 pounds or less	No	Uncertain	\$10	†
Federal Express		Yes	2-7 days	\$10	†
FTP				\$10	\$0

*Handling fee doubles to \$20 for Rush orders.

†Postage calculated by the Mail Room and applied by the Business Office. For a rough calculation of shipping costs for USPS, go to <http://postcalc.usps.gov/>.