



Atwood Resource Center
Photocopy Request Form

STAFF Order Taken By _____ (see back of form for staff member initials by each line item)

_____ Special approval needed (by TW) for Restricted, Rare or Fragile Materials. Date Ordered _____

Mail? Yes ___ No ___ (If yes, postage and handling will be added to overall cost)

Condition problems: ___fragile ___tight margin ___possibly too thick ___too glossy

PATRON SEE REVERSE FOR ORDER INFO →

Name (please print) _____

Address _____ Phone _____

City/State/Zip _____ Email _____

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Signature _____ Date _____

Please note: some items cannot be copied.

Prices per exposure

Regular books, papers, and archival manuscript materials	\$.25
Photographs/Maps/Arch. Drawings and Oversize materials up to 11 x 17"	\$.50
Manuscripts/ Archival finding aids	\$.10

STAFF Copy order was done by (initial): _____

Total pages copied _____ x rate per exposure _____ = _____

Total photos/drawings/maps/oversize copied _____ x rate per exposure _____ = _____

+ (postage) _____

TOTAL : _____ paid

revised 11/30/11

PATRON *All orders must be approved by staff. See other side for copy rates.*

CALL NO. or ACCESSION NO. If applicable	BOX NO. If listed	PAGE RANGE (for books) or: ACCESSION/COLLECTION NAME or: VERTICAL FILE/ALASKA ARTIST TOPIC	*SPECIAL INSTRUCTIONS: (please give detailed descriptions when flagging materials is not enough information to complete your order or if you have a special request)	STAFF INITIALS (EACH LINE ITEM MUST BE INTIALED)

Please note: some items cannot be copied.