

Order No. _____

Ohio Historical Society



Teresa Carstensen
Duplication Services
1982 Velma Ave.
Columbus, OH 43211

Duplication Order Form

For more information:
images@ohiohistory.org
614-297-2530 (phone) or 614-297-2546 (fax)

First Name		Last Name	
Company			
Unit/Department			
Shipping Address			
Address 2			
City		State	Zip
Phone		Fax	
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Payment Type	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> P.O.	
Check/Credit Card/Purchase Order Number	
Name on Credit Card	Expiration
Payment Amount (from page 2)	
Delivery Method	
<input type="checkbox"/> U.S. mail <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> FTP	
FedEx or UPS Account Number	
Tax Exempt?	Tax Exempt Number
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature/Date (Required)	

Instructions

1. Fill out name and address information.
2. On order Components, Page 1, list the images needed, including their call numbers or image id numbers.
3. Check one box per image to indicate format and size you wish to order. If you already have a suitable copy of the image and only need permission to use it, check the Use or Re-Use box.
4. If you are ordering an 8" x 10" or 11" x 14" print, indicate at the bottom of the page whether you prefer a matte or glossy finish.
5. Fill out the permission request form, indicating how you will be using the image. **This is required even for personal use.**
6. Calculate the total cost for your order on Order Components, Page 2. Make sure to fill out all three sections (Reproduction Services Needed, Use Fees, and Shipping & Tax).
7. Complete payment information on the first page.
8. Return order form (all 4 pages) with payment.

Payment Information

- We accept credit card, checks or money orders.
- Checks and money orders should be made payable to the Ohio Historical Society.
- Turn around times for graphic and audiovisual reproduction orders are counted from the time the completed order, including payment, is received.
- If faster turnaround is required, please refer to the Rush Fee Schedule at: <http://www.ohiohistory.org/resource/audiovis/photodup.html>

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Office Use Only	
Received	_____
Approved	_____
Use Form	_____
Fill Date	_____
Ship date	_____



Order Components, Page 2

Qty	Reproduction Service Needed	Price per image	Total
	Image Reproduction		
	Downloaded from web or already have a suitable copy	No charge	
	High resolution digital file (minimum 400 dpi)	\$25.00	
	Photographic Print - 8" x 10"	\$25.00	
	Photographic Print - 11" x 14"	\$35.00	
	Photographic Print - 16" x 20"	\$50.00	
	Photographic Print - 20" x 24"	\$75.00	
	Audio, Film, & Video Duplication		
	Audio to CD duplication	\$40.00	
	Film or Video to Video	\$80.00	
	Film or Video to DVD	\$80.00	
	Transparency Rental (must be returned to OHS in 90 days)		
	90 days, in stock	\$35.00	
	90 days, not in stock	\$65.00	
	Slides (minimum order of 5 slides)		
	35 mm color slide	\$10.00	
	Custom photography fees (minimum of 1 hour)		
	Retrieve, set up, and monitor	\$100 per hour	
	Rush fees		
	Rush fee (100% of reproduction fees)	Add 100%	
Subtotal for Reproduction Services			

Qty	Use Fees (Select a pricing category and multiply by the total number of images)	Price per image	Total
	Personal or research use	No charge	
	Non-Profit Use Fees		
	University owned press or peer reviewed journal	\$25.00	
	Small print run (1,000 copies or less)	\$25.00	
	Exhibition	\$25.00	
	Non-profit, per each media (print, ebook, website, CD-Rom, broadcast, etc.)	\$50.00	
	Multi-media (3 or more media uses)	\$125.00	
	Commercial Use Fees		
	Small print run (1,000 copies or less)	\$25.00	
	Commercial, per each media (print, ebook, website, CD-Rom, broadcast, etc.)	\$100.00	
	Multi-media (3 or more media uses)	\$250.00	
Subtotal for Use Fees			

	Shipping & Tax	Price per order	Total
	FTP setup to download digital files	\$5.00	
	CD-Rom and shipping of digital files	\$10.00	
	U.S. Postal Service (First Class Mail) for print or audio/video orders	\$5.00	
	Federal Express (customer to provide FedEx account number to charge)	N/A	
	Tax (Ohio residents)	Add 6.75%	
Subtotal for Shipping and Tax			

Order Total	
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