

## Duplication Order Form & Use Agreement

Digital Services  
800 E. 17<sup>th</sup> Ave  
Columbus, OH 43211



Ohio Historical Society

Order No.

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

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Statement of Intended Use	
Title of publication(s), presentation, exhibit, where reproductions will appear	
Author, editor, or producer	Publisher, production company
In accordance with the reproduction conditions set forth, I apply for permission to publish the described materials. (Please print and sign below)	
Signature	Date
OHS Authorization (Signature)	

### Contact Information

First Name	Last Name	
Company	Unit/Department	
Shipping Address		
Address 2		
City	State	Zip
Phone	Fax	
Email		

### Payment Information

Payment Amount (From Page 2)	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	CVV
Delivery Method	FedEx or UPS Account Number	
<input type="checkbox"/> U.S. mail <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> FTP		
Tax Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax Exempt Number	
<b>Signature/Date (Required)</b>		



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### Custom Digitization Pricing

Digitization Services	Cost per unit
<b>Flat materials, up to 8" x 8"</b>  Includes photographs, postcards, slides, negatives, transparencies, manuscripts, printed materials	\$25.00 setup + \$1.00/scan
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<b>Flat and Bound oversized materials</b>  Includes color and black-and-white materials larger than 11" x 17" and smaller than 30" x 20"	\$25.00 setup + \$5.00/scan
<b>Flat and Bound oversized materials</b>  Includes color and black-and-white materials larger than 30" x 20"	\$25.00 setup + \$10.00/scan

#### Our Specifications

- All materials are scanned in 24 bit depth color at 100% of their original size and saved as uncompressed TIFF (Tagged Image File Format) files.
- All materials are scanned at a minimum of 300 dpi, but most are scanned at 600 dpi.
- Smaller materials like slides and negatives can be scanned at higher resolutions (1200 dpi or higher) in relation to the dimensions of the original material.
- Any extensive photo editing that deviates from our normal specifications can be completed at a rate of \$75 per hour.

#### Rush fees

Any orders that are requested to be completed within 24 hours are subject to a \$50.00 setup fee plus the additional per page cost involved in digitizing the material.