Date: _____
Order No.: _____
Page: ___ of ___Staff: _____
(Staff Use Only)

Media Reproduction Order Form

Southwest Arkansas Regional Archives

P.O. Box 134, Washington, AR 71862 870.983.2633 www.ark-ives.com/sara

Receipt #:_____
Date: _____By: ___
P.O. #:_____
Invoice #:_____

		Audio\Visual Duplication		Digital Scans				Photograph Reproduction	Maps		
Item Number	Title\Description	Service	Duration	600 ppi	*Above 600 ppi	TIFF	*JPEG	Size	Size	Quantity	Price
				☐	☐	☐	☐				
				☐	☐	☐	☐				
				☐	☐	☐	☐				
				☐	☐	☐	☐				
				☐	☐	☐	☐				

*Special Instructions:

Payment must be made at time of order. Make checks or money orders payable to the Southwest Arkansas Regional Archives.

Name:	Total services charge from above:	
Company/Agency:	Processing fee :	$5.00
Address:	Delivery Method: USPS or Pick Up:	
City/State/Zip:	Delivery Method: FedEx (account #):	
Phone:	Delivery Method: UPS (account #):	
Email:	Total Charges:	

We reserve the right to deny reproduction of any image for reasons of preservation, unusual format demands, or copyright restrictions. Costs include the departmental costs for reproduction, taxes and any postage/handling fees incurred. Orders are usually completed in two (2) to four (4) weeks depending on scheduling availability. Due to equipment limitations some material may not be scanned or produced in-house, and the cost and production time for these items will be addressed on a case-by-case basis.

Materials are for reference use only, unless a Publication Permission Form is completed and submitted to the Arkansas History Commission.

I agree to secure all permissions and licenses from the holders of the copyright(s), if any. I assume all responsibility for any infringement of copyright or any other intellectual property rights associated with the use of these materials.

I have read and understand the above policies and agree to pay for the reproduction items listed above as described:

_____ _____

(Signature) **(Date)**

Service	Unit Cost
There is a $5.00 processing fee per order.	
Digital Scans	
Documents	$5.00/per page (front and back are two pages)
Photograph or Map (up to 600 ppi)	$12.50/ image
Photograph or Map (over 600 ppi)	$22.50/ image
JPEG's are available to be emailed but the resolution will be less than 600 dpi. Please indicate in the special instructions section if you would like this delivery option. Pricing will be the same as a pick up order. No retouching will be done to the image.	
Photograph Reproduction	
Photograph Reproduction (up to 8 ½ x 11)	$25/image
Photograph Reproduction (11x17)	$35/image
Photographs are resized as close to the desired size as possible allowing for a small border unless requested otherwise. No retouching or alteration other than resizing will be done to the image.	
Map Reproduction	$12.00 per foot
Maps will not be resized.	
AV Materials – Audio duplication	
Cassette to Cassette	$20/tape
Cassette to CD	$15/cd
CD to CD	$10/cd
LP to CD	$15/cd
AV Materials – Video duplication	
VHS to DVD	$25/30 minutes
DVD to DVD	$25/DVD
Other Media Duplication	Determined by market price