



# Special Collections

## Reproduction Order Form

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Payment (due with order): PayPal

How will the image(s) be used? Include title, publisher, production co., etc. \_\_\_\_\_

For a higher resolution rescan, indicate desired specifications (resolution, size, and format): \_\_\_\_\_

*Note: It is a possibility that a higher resolution rescan request cannot be fulfilled after evaluation of the item by Digitization staff.*

Item Requested (include title, author, call no., and/or order no.)	8x10 in. digital print \$30	11x14 in. digital print \$45	Oversized (larger than 11" x 14") digital print \$30 + 10¢ per sq in. of printing	300 dpi 8x10 in. TIFF \$25	600 dpi 8x10 in. TIFF \$35	Up to 1200 dpi 8x10 in. TIFF \$55	Over 1200 dpi 8x10 in. TIFF \$80	Cost
During the COVID-19 pandemic, payment can only be accepted via PayPal. Digital files will be delivered via DropBox. Contact the Digitization Center at digitization@lapl.org with questions.							<b>Subtotal</b>	
							<b>Postage (\$10)</b>	
							<b>TOTAL</b>	

Completed forms will be processed within 5 business days from receipt of payment. Expedited orders incur a surcharge of \$25 per image. Oversized/fragile items incur an additional \$25 fee per image.