Reproduction Cost Form

Special Collections & University Archives Department
University of Central Florida Libraries

Name:_____ Date:_____
Mailing Address:_____
_____
Phone:_____ Email:_____

❑ Photocopies

Onsite requests: $0.25 per page (full service)
$0.08 per page (self service - card) Number of pages:_____ **TOTAL**: _____

Offsite requests: $0.50 per page ($10 minimum) Number of pages:_____ **TOTAL**: _____

❑ Photo Prints

❑ 4"x5": $8.00 Number of photos:_____ Subtotal:_____
❑ 5"x7": $9.00 Number of photos:_____ Subtotal:_____
❑ 8"x10": $10.00 Number of photos: _____ Subtotal:_____
❑ 11"x14": $17.00 Number of photos:_____ Subtotal:_____
❑ 16"x20": $32.00 Number of photos:_____ Subtotal:_____

Please note: if creation of a print involves first creating a scan or photograph, there will be an additional $5.00 scanning/photography fee per image.

TOTAL:_____

❑ Slide Reproduction

$20.00 1st five, $2.50 per image thereafter Number of slides:_____ **TOTAL**: _____

❑ Digital Images

$10.00 per image at 72dpi
Add $2 for any image over 72dpi Desired file format:_____ Number of images:_____ Subtotal:_____

❑ CD $10.00 per disc Number of disks:_____ Subtotal:_____

❑ DVD $15.00 per disc Number of disks:_____ Subtotal:_____

Please note: if creation of a print involves first creating a scan or photograph, there will be an additional $5.00 scanning/photography fee per image.

TOTAL:_____

❑ Use Fee

**Reproductions of UCF Special Collections & University Archives materials are subject to a per use image fee when approved for use in publishing, video production/film, exhibits, presentations, advertising, websites, or similar use. In addition, license fees may apply. In certain instances, use fees will be waived for UCF students, faculty and staff.*

Scholarly publication use	$50.00 per image, non-profit $100.00 per image, commercial	Number of images:_____	**TOTAL**:_____
Exhibits and Displays	$15.00 per image, non-profit $75.00 per image, commercial	Number of images:_____	**TOTAL**:_____
Television, Film, Websites	$75.00 per image, non-profit $125.00 per image, commercial	Number of images:_____	**TOTAL**:_____
Advertising Use	$125.00 per image, non-profit $175.00 per image, commercial	Number of images:_____	**TOTAL**:_____

❑ Shipping and Handling

Onsite requests are negotiable. Charges may be required in cases involving large requests or rare, fragile, and oversize materials. Rush requests and special mailing instructions may require an additional $10 charge.

Offsite requests require a $10 minimum. Additional charges may be required in cases involving large requests or rare, fragile and oversize materials. Rush requests and special mailing instructions may require an additional $10 charge.

Processing and Delivery Instructions:

_____
_____
_____
_____
_____

GRAND TOTAL

Photocopies TOTAL: _____
Photo Prints TOTAL: _____
Digital Images TOTAL: _____
Slide Reproduction TOTAL: _____
Print Publication Use TOTAL: _____
Delivery TOTAL: _____
GRAND TOTAL: _____

BILLING METHOD

❑ AMEX ❑ Discover
❑ M/C ❑ VISA ❑ Invoice

Office Use Only:
Tracking #:_____
File Copy Made_____ Initial Date
Forwarded to InfoSource:_____ Initial Date
Invoiced:_____ Initial Date
Payment Rec'd:_____ Initial Date

I have read and agree to the charges stated above:

_____ _____
Signature Date

Last Updated 7/8/2009