

MICROFILM ORDER FORM

ORDER NO:
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TODAY'S DATE: _____
 NAME: _____
 ADDRESS _____

 CITY, STATE, ZIP: _____
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CU STUDENT CU FACULTY/STAFF/ALUMNI NON-CU

**READ "GENERAL CONDITIONS OF SERVICE" FORM AND
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Location/Call. No. R/A) _____ CLIO No. (R/A) _____

Name (Creator/Au) (R/A) _____

Title Description of Image(s) (Attach spreadsheet if necessary) _____

Work Title (R/A) _____

Format (R) _____ Date(R/A) _____

*For assistance with these fields, please refer to Guide to Metadata Elements on the [customer order form page](#).

For orders including multiple items, we recommend using a spreadsheet format to document the necessary metadata. Please download from [customer order form page](#).

Microfilm Services	Quantity	CU Student	CU ID	Non-CU	Total
Microfilm Duplication (from existing film)	Per reel	\$37.00	\$37.00	\$37.00	
Microfilm scanning (from existing film)	Per title (per reel if title extends to more than one reel)	\$100.00	\$120.00	\$140.00	
Printed Copy (from existing film)	Per exposure	\$0.30	\$0.30	\$0.30	
DVD charge**					
Mailing (\$5 minimum)**					
Total					

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After providing the customer's copy, Columbia University Libraries may choose to make a copy accessible for public use to the extent allowable by law.

PAYMENT TYPE: CASH CHECK VISA/MC
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