

# Price Schedule Form

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# Price Schedule 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)	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: _____
<i>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.</i>			TOTAL: _____
Slide Reproduction			
\$20.00 1 <sup>st</sup> five, \$2.50 per image thereafter		Number of slides: _____	TOTAL: _____
Digital Images			
\$10.00 per image at 72dpi <i>Add \$2 for any image over 72dpi Desired file format: _____</i>		Number of images: _____	Subtotal: _____
• CD \$10.00 per disc		Number of disks: _____	Subtotal: _____
• DVD \$15.00 per disc		Number of disks: _____	Subtotal: _____
<i>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.</i>			TOTAL: _____
Digital Delivery			
• Low resolution reference scan \$5.00 <i>Prices may vary depending on image size.</i>		Number of images: _____	Subtotal: _____
			TOTAL: _____
Audio & Video Reproduction			
• CD: \$25.00		Number of CDs: _____	Subtotal: _____
• DVD: \$25.00		Number of DVDs: _____	Subtotal: _____
• Tape: \$25.00		Number of Tapes: _____	Subtotal: _____
• CD-ROM burning: <i>Includes the cost of the CD: \$10.00 per CD</i>		Number of CD-ROMs: _____	Subtotal: _____
			TOTAL: _____
Shipping and Handling			
<p><b>Onsite requests</b> 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.</p> <p><b>Offsite requests</b> 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.</p>		<p><b>Processing and Delivery Instructions:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
Use Fee			
<p><i>*Reproductions of UCF Special Collections &amp; 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.</i></p>			
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: _____

**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