Copy Order Form

Name (please print) ___________________________________________ Phone ______________________

E-mail _____________________________________________________________

Mailing Address _______________________________________________________________________

City, State and Zip Code ____________________________________________________________

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In submitting this request and signing below, I signify my understanding that the copyright of the United States (Title, 17, US Code) governs the making of photocopies or other reproductions of copyrighted material.

Signature ___________________________ Date __________________________

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of that order would violate copyright law, if original materials would be physically endangered by the duplication process, or if the quantity of pages to be copied exceeds the capacity of the department to fulfill the order in a timely way.

In most cases you may use a digital camera to photograph original materials for your private study, scholarship, or research.

☐ Photocopy to paper ($0.25/page)       ☐ Color photocopy to paper (less than 11x17) ($1.00/each)

☐ Photocopy to pdf ($0.25/page)        ☐ Engineering copy (black/white, larger than 11x17) ($3.00/sheet)

Use our Image and AudioVisual Reproduction Form for reproductions requiring scanning equipment - including photographs, maps, ledgers, scrapbooks and color copies exceeding 11x17.

Orders of 20 pages or less will be ready in 1-3 business days. Other copy order completion periods will be determined by the size of the order and the format of the original material. We reserve the right to refuse a copy order which exceeds departmental resources (typically more than 300 pages) and/or to negotiate reproduction costs for large copy orders.

Delivery Instructions

☐ Mail to mailing address above

☐ I will pick up at Archives & Special Collections

Billing Instructions - Any total under $5.00 requires payment by cash or check.

☐ Bill to mailing address

☐ Bill to UM campus office - Index code __________

☐ Charge to credit card -

     Visa/MasterCard #_________________________________________ exp. ________ 3-digit pin________
# Customer Order

<table>
<thead>
<tr>
<th>Description of item</th>
<th>Number of pages/items</th>
<th>Cost each</th>
<th>Total</th>
</tr>
</thead>
</table>

**Copying Costs:**

<table>
<thead>
<tr>
<th>Pages/Items</th>
<th>Cost each</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10 pages</td>
<td>no charge</td>
</tr>
<tr>
<td>11-50 pages</td>
<td>$2.00</td>
</tr>
<tr>
<td>51-100 pages</td>
<td>$4.00</td>
</tr>
<tr>
<td>Each additional 50</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

**Shipping fee:**

<table>
<thead>
<tr>
<th>Pages/Items</th>
<th>Cost each</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10 pages</td>
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</tr>
<tr>
<td>Each additional 50</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

**Total Due:**

Any total under $5.00 requires payment by cash or check.

Paid on (date): ____________ Method: ________________