Request for Photocopies Special Collections Department, Iowa State University Library 403 Parks Library, 701 Morrill Road, Ames, Iowa 50011-2140

Telephone: 515-294-6672

	Date:
A. Personal information:	
Name:	
Organization:	
Mailing Address:	
Billing Address (if different from above):	
B. Item Requested:	
Publications (author/title/year/volume/issue):	
Archival collections (RS/MS number, title, box and folder numbers):	
	Staff use only:
C. Charges / Delivery Options:	Stan use only.
1-20 pages: no charge for copies.	Per document charge (after 20 pg):
21-100 pages: minimum charge of \$15.00 + \$.40 per page.	+ pages over 20 @:
100+ pages: cost above for first 100 pages + \$.60 per page thereafter. Please check one of the following delivery options:	+ pages over 100 @:
1st class mail (no additional charge)	Long distance fax (=\$10):
	FedEx Airmail (\$10+shipping fee):
Airmail (\$10.00 surcharge + shipping charges)	Invoicing surcharge (\$3):
PDF via email	Rush Service (\$10):
Rush Service (\$10.00 surcharge)	Other:
	Other:
	TOTAL CHARGES:
NOTICE: Warning Concerning Concer	e) governs the making of copies or other reproductions aw, libraries and archives are authorized to furnish a is that the photocopy or reproduction is not to be "used If a user makes a reproduction for purposes in excess his institution reserves the right to refuse to accept a live violation of copyright law.
D. Payment Information:	
•	r. date:
Name on credit card: Number:	
lease note: Credit card information can only be delivered via postal mail, in poicemail message). Contact us at 515-294-6672 or 403 Parks Library, 701 M	
lake checks payable to: lowa State University Library heck #:	

July 2017