

Architectural Drawings Scan Request

Order taken by (staff): _____

Date ordered: (Mo/Day/Yr) ____/____/____

Requester Name: _____ (UW Dept. budget name/number): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Online Delivery Only

Current rate is **\$25 per drawing** and **Washington state sales tax as applicable**.

There is also a **\$25 handling fee per order**, which covers drawing retrieval and encapsulation costs.

Additional conservation and research fees may be added at \$45/hour with customer approval.

Reproduction Request Application and Agreement

This form must be completed and signed before the reproduction order can be processed.

By signing this form, you agree to the fees and the following conditions:

- Images may be copyrighted and are for personal reference only.
- You may not sell, reproduce, publish, display, broadcast, digitize, or distribute the images or copies of the Images, and you may not allow others to do so.
- Additional permissions are required for other (non-reference) uses. Please submit an *Application for Permission* form to Special Collections and receive a *Letter of Permission* in response to your request.

Please initial below:

____ I agree to pay all charges incurred with this request

____ Please provide estimate and seek approval before starting my order.

By signing below, I agreed to the above conditions and fees. If I am requesting images for a unit of the UW, a company, or organization, I have the authority to act on its behalf. I understand that failure to comply with these rules may result in the denial of future reproduction requests.

(Print legibly) Name/Phone number

Agency/Institution

Signature

Date

