

Microfilm Duplication Order Form

CONTACT INFORMATION

First Name: _____ Last Name: _____

Company: _____ Unit/Department: _____

Shipping Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

DELIVERY METHOD

U.S. Mail FedEx UPS FedEx or UPS Account Number: _____

PAYMENT INFORMATION

Tax Exempt? Yes No Tax Exempt Number: _____

Payment Amount: _____

Payment Type: Cash Check Credit Card* P.O.

*Credit card payments will be processed through the online Ohio History Store. A payment link will be provided when your order has been processed.

Prepayment in full is required unless an institutional purchase order form is submitted. Microfilm will be supplied as positive film. Microfilm purchased from the Ohio History Connection may not be duplicated or resold. Microfilm may not be digitized without prior written consent from the Ohio History Connection. **Refunds:** Orders are non-refundable after delivery.

In accordance with the reproduction conditions set forth, I apply for permission to use the requested collections for research only. By signing below, I acknowledge that any further reproduction of this material is prohibited without the express written permission of the Ohio History Connection.



Signature (REQUIRED)

Date (REQUIRED)



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INSTRUCTIONS

Provide microfilm title or description and call number (if known) for each item.
 For fee questions, contact 614.297.2530 or images@ohiohistory.org.

MICROFILM NAME OR DESCRIPTION <i>(newspaper/record title and date range)</i>	CALL NUMBER <i>(if known)</i>	QUANTITY <i>(\$65/reel)</i>	TOTAL
SUBTOTAL			
Shipping (see Fee Schedule below)			
Tax (Ohio residents only; 7.5%)			
GRAND TOTAL			

INTENDED USE (REQUIRED)

Personal Research Library Use
 Other (please specify): _____

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SHIPPING FEE SCHEDULE OH, IN, KY, MI, PA, WV		SHIPPING FEE SCHEDULE OTHER US STATES	
Box Count	Fee	Box Count	Fee
1	\$5.00	1	\$5.00
2-15	\$10.00	2-5	\$10.00
16-25	\$15.00	6-10	\$15.00
26+	Contact for pricing	11-15	\$20.00
		16-20	\$25.00
		21-25	\$30.00
		26+	Contact for pricing

