

Oversized Flat Materials Scan Request

(For architectural drawings, use form SC-06 instead)

Order taken by (staff): _____

Requester Name: _____ Date ordered: (Mo/Day/Yr) ___/___/___

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

Phone: _____ E-mail: _____

Mail: _____ or Pickup: _____ (UW Dept. budget name & number): _____

Notes on associated fees:

- Reproduction costs will include a 15.6% University surcharge, and may include WA State sales tax.
- Handling fees apply for the transport of materials to UW Engineering Records for scanning:
\$5.00 handling fee for maps and other non-architectural materials
- Minimum scanning fee of \$11.25; additional time to be charged in 15-min. increments (\$45/hr).
- Shipping fees vary.

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.

Choose one:

- ____ 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

REQUEST MATERIALS ON BACK OF FORM →

PLEASE NOTE:

- Unless a publication quality scan is needed, a photocopy may be requested instead for flat materials measuring 11 x 17 inches or smaller.
- Oversized material scan orders may take up to 1-2 weeks.
- No RUSH service available.

Order # (staff): _____

Collection name & description of item	Scan B/W	Scan Color

Special Instructions:
