

order no. _____

Reproduction Request Application and Agreement (2)
For Architectural drawings and other materials reproduced at the Physical Plant

*Instructions: (1) Use this form to request reproductions from the physical plant
(2) Sign below and provide the information requested on page 2 of this form*

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

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

Conditions:

- You may use the reproduced images ("Images") for reference use 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.
- The University of Washington is not granting you rights under copyright in the Images.
- If you wish to use the Images for non-reference purposes, or you wish to exercise rights under copyright, you must submit an *Application for Permission* form to Special Collections and receive a *Letter of Permission* in response to your request.
- UW retains all rights to the Images except those expressly granted herein.

Fees:

_____ I agree to pay all charges incurred with this request.

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

Print: Name/Phone Number

Agency/Institution

Signature

Date

REPRODUCTION REQUEST (2): For materials reproduced at the Physical Plant

PLEASE PRINT

Name: _____ Date Ordered _____ Order taken by _____

Company/Institution _____

Address _____ City _____ State _____ Zipcode _____

Phone _____ Fax _____ Email _____

☐ Mail ☐ Pickup ☐ Fed Ex # _____ (UW Dept budget name/number) _____

Note about fees for reproduction

(Please do not pre-pay for the order)

Reproduction charge quotes do not include the extra 15.6% UW service fee and 9% state tax

There is a handling fee for transport of materials to the physical plant

- ☐ Handling fee for architectural drawings—students & faculty (\$10)
- ☐ Handling fee for architectural drawings—others (\$25)
- ☐ Handling fee for maps and other non-architectural materials (\$5)

Shipping fees vary

Normal turn around time is generally 1-2 weeks (in some cases it may be sooner).	Qty	Vellum	Paper	Scan B/W	Scan Color
Collection name & description of item					

Special Instructions
