

## 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: \_\_\_\_\_

*Please select method of delivery:*

- Online delivery [no additional charge]
- Pickup (CD) at Special Collections [\$11 fee]
- Mail (CD) [\$11 fee + shipping charges]

*Please note the following information about associated fees:*

- Current rate is \$45/hour, billed in 15 minute increments
- \$25 handling fee for architectural drawings covers drawing retrieval and encapsulation costs
- 15.6% University surcharge required for all reproduction orders
- Sales tax in Washington state as applicable

### 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

