



PHOTOCOPY ORDER FORM

Illegible or incomplete forms will result in cancellation of photocopy orders

Name: _____ Date: _____

Company: _____ Mail Copies (\$6.00 handling/300 pages)

Address: _____ Patron will pick up copies _____ Other

City/State/Zip: _____

Phone Number: _____

E-mail: _____

Status: UT Student: _____ Other: _____

Fees for Photocopies	UT Student	Other
Letter Size	\$0.25 ea.	\$.25 ea.
Legal Size	\$0.25 ea.	\$.25 ea.
Oversize (11"x17")	\$0.25 ea.	\$.25 ea.
Microfilm/Fiche	\$0.30 ea.	\$.30 ea.

Texas sales tax of 8.25% is applicable to all Texas transactions. Patrons with Tax Exempt Status must complete the TEXAS SALES AND USE TAX

EXEMPTION form 01-339.

Request received via: _____ in person _____ phone _____ mail _____ e-mail _____ fax _____ other

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This institution reserves the right to refuse to accept a copying order, if, in its judgement, fulfillment of the order should involve violation of the copyright law.

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that the University of Texas at Austin collects about you. It also gives you the right to request a copy of that information; and to have the University correct any information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin TX 78713 (e-mail: cfo@www.utexas.edu).

CALL NUMBER/ BOX NO.	DESCRIPTION OF MATERIAL TO BE COPIED (Include title of book or collection, as well as folder title, detailed document description, and <u>pages or portion of file to be copied.</u>)	ESTIMATED NUMBER OF PAGES IN REQUEST
T976.407 Sm51r	SAMPLE: Smith, Ashbel. Reminiscences of the Texas Republic. Title page & pp. 3-45.	44 pp.
2G220	SAMPLE: Smith (Ashbel) Papers Letter: Rusk to Smith, June 12, 1836,	3 pp.

