



Photocopy and Microfilm 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: _____

Fees for Photocopies

Phone Number: _____

****Service Charge for all orders \$10.00****

E-mail: _____

Orders placed onsite \$0.25 per page

Orders placed remotely \$0.50 per page

Microfilm/Fiche \$0.30 per page

Status: UT Student: _____ Other: _____

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.

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CALL NUMBER/ BOX NO.	DESCRIPTION OF MATERIAL TO BE COPIED <i>(Include title of book or collection, as well as folder title, detailed document description, and pages or portion of file to be copied.)</i>	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.

