

SLIDE DUPLICATION

ORDER FORM



Mail Order Lab Services

[Postal Address]
P.O. Box 15068
Portland, OR 97293-5068

[Street Address]
626 SE Alder
Portland, OR 97214

Phone: (503) 232-8501x108
Fax: (503) 233-4037
http://www.CitizensPhoto.com/~citizens

Order Date _____

CALL FOR RUSH SERVICE AVAILABILITY AND CHARGES
PRICES/SERVICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

1-04

SOLD TO:		METHOD OF PAYMENT																					
Name		Check or Money Order (Enclosed with Order)																					
Address		C.O.D. (additional fee)																					
City/St./Zip		Credit Card #																					
Phone		<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
SHIP TO: (if different)		Expiration Date _____ V Code _____ <small>(On back of card)</small>																					
Name		Bank Name _____ Personal Company																					
Address		Cardholder's Signature X _____																					
City/St./Zip																							
Phone																							

Call if you have any questions. An incomplete form may delay your order.

CRITICAL MATCH (mandatory)	No. of originals	x 1.00ea. =	
-----------------------------------	------------------	-------------	--

DUPLICATING pricing on page 2 **SERVICES** explanations on page 2

# of orig slides	Dupes/ea	Cost	= \$ Amount		# of orig slides	Cost	= \$ Amount
	x	x			Color Correction	x 3.00ea	
	x	x			Exposure Correction	x 3.00ea	
	x	x			Taping	x 3.00ea	
	x	x			Magnification Change	x 3.00ea	
	x	x			Services Total		
	x	x			Critical Match Total		
	x	x			Duplicating Total		
	x	x			Total		
Duplicating Total							

Slides are mounted in plastic only.

Slide duplication takes 6 lab days from date received, add 4 lab days for imprinting.

We will consider no charge corrections *only* if discrepancies are reported within thirty days.

IMPRINTING details on page 3	No. of Set-ups	x 4.00ea	
	Total No. of Dupes	x .05ea	
Imprinting Total			
SET-UP STORAGE			
YES	NO	Renewal fee is \$1.00 per set-up per year	x 1.00ea

SHIPPING (rates on page 2) Ground: UPS Mail Air: 1day 2day	Shipping	
Handling Postal Signature Confirmation = \$1.75	Handling	
Signature <u>required</u> to leave package Yes No	ORDER TOTAL	

SLIDE DUPLICATION

PRICING

Duplicates Pricing: (Mandatory)

- 1. **Critical Match** is \$1.00 per original. This is for testing your originals to provide you the best match possible.
- 2. **Duplicates** are priced based on the number of dupes of each original slide (see pricing below).
- 3. **Add** 1 & 2 to determine your duplicating costs.

Services Pricing: (Optional)

Color correction is \$3.00 per original.
 Exposure correction is \$3.00 per original.
 Magnification change is \$3.00 per original (reduction from 4x5 or 120 or enlargement to fill the frame).
 Additional originals are \$1.00 per original, if magnification change is the same.

1 each	2 - 4 each	5 - 9 each	10 -24 each	25 - 49 each	50 - 99 each	100+ each
.85	.65	.55	.45	.40	.35	.30

SLIDE DUPLICATION

SHIPPING

Total number of slides in your order includes originals. Orders with color samples, plastic pages, Cds, etc. may increase shipping charge to next category. Prices/Rates are subject to change without notice.

ZONE A - Oregon & Washington

Slides Per Order (Including Originals)	Priority Mail	UPS	1 Day PM
1-75	8.50	9.50	25.50
76-200	8.50	9.75	27.00
201-300	10.00	10.00	28.00
301-400	10.50	10.50	29.50
401-500	10.50	10.75	30.50
501-600	12.00	10.75	30.50
601-700	12.50	10.75	32.00
701-800	13.50	11.00	33.50
801-900	14.00	11.25	35.50
901-1100	15.00	11.75	37.00
1101-1200	15.50	12.00	38.00
1201-1400	17.00	12.25	40.00
1401-1500	18.00	12.50	41.00
Letter	6.50	- - -	21.50

UPS takes 1-2 days excluding Saturdays.
 Priority Mail & Letter (first class mail) take 1-3 days including Saturdays with Delivery Confirmation.
 The 1 day rate shown is the most economical.
 Call for specifics on carriers and rates.



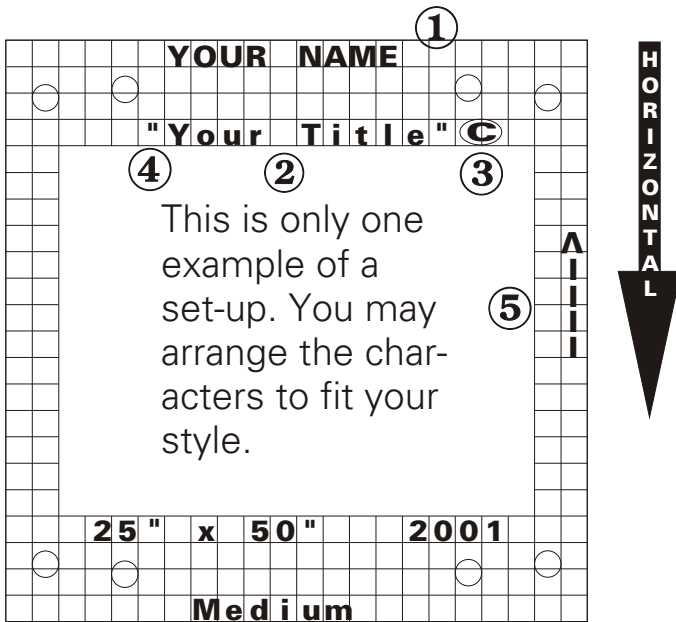
Phone: (503) 232-8501 x108
 Fax: (503) 233-4037
 http://www.CitizensPhoto.com/~citizens

Imprint set-ups are \$4.00 each. Set-ups for imprinting on both the horizontal and vertical or the front and back will be billed as 2 separate set-ups and imprints (exceptions: an \rightarrow and the word "TOP").

Imprinting is \$.05 per duplicate. Set-ups are kept in active memory for one year when you circle "YES" on the Order Form (pg 1).

Renewal fee is \$1.00 per set-up per year. Contact us before the anniversary date of your original order... otherwise the set-up is automatically deleted.

Provide accurate, legible information. If set-up information is not clear, we reserve the right to use our best judgement. Set-up grids (pg. 4) should be duplicated and filled out with the information as it is to appear on your slide mount. Each square on the grid represents one character (see below for hints and tips). We print with black ink only. Remember, consistency makes the best impression.



Horizontal Set-ups are a Maximum of 8 lines and 22 spaces per line.

Specify ALL CAPS or First Letter Caps. See ① ②

Copyright symbol requires two spaces. See ③

"Quotation Marks" require one space on either end of the text. See ④

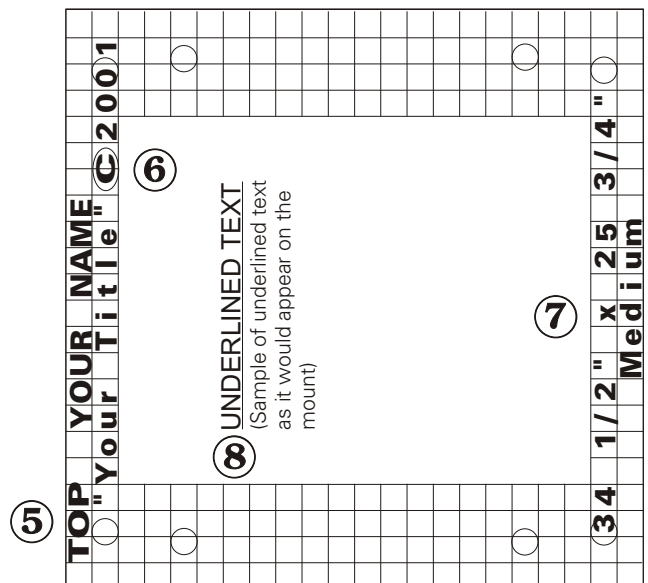
The word "TOP" or an \rightarrow may be used to show the slide's viewing orientation. See ⑤



Vertical Set-ups are a maximum of 4 lines and 22 spaces per line. Please allow for spacing around the pins. See ⑥

Fractions require 3 spaces each (1/4, 1/3, 1/2, etc.). See ⑦

We can underline entire lines only. Parts of lines cannot be underlined. See ⑧



The pins indicate unuseable spaces on the mounts. We suggest you make copies of the grids below to aid in organizing each set-up.

Horizontal orientation (8 lines)

Vertical orientation (4 lines)

Slide # _____
(The number or designation that identifies your original slide)

How many dupes of this set-up? _____

Horizontal orientation (8 lines)

Vertical orientation (4 lines)

Slide # _____
(The number or designation that identifies your original slide)

How many dupes of this set-up? _____

Horizontal orientation (8 lines)

Vertical orientation (4 lines)

Slide # _____
(The number or designation that identifies your original slide)

How many dupes of this set-up? _____

Horizontal orientation (8 lines)

Vertical orientation (4 lines)

Slide # _____
(The number or designation that identifies your original slide)

How many dupes of this set-up? _____