

# 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

<b>SOLD TO:</b>		<b>METHOD OF PAYMENT</b>																					
Name		<b>Check or Money Order (Enclosed with Order)</b>																					
Address		<b>C.O.D. (additional fee)</b>																					
City/St./Zip		<b>Credit Card #</b>																					
Phone		<table border="1"> <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>																					
<b>SHIP TO: (if different)</b>		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				<b>Total</b>	
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		
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**SHIPPING** (rates on page 2) **Ground:** UPS Mail **Air:** 1day 2day

Handling Postal Signature Confirmation = \$1.75

Signature required to leave package Yes No

Shipping Handling

**ORDER TOTAL**


**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

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 C** - Arizona,Colorado,Nebraska,NewMexico,North & South Dakota

Slides Per Order (Including Originals)	Priority Mail	UPS	2 Day	1Day AM
1-75	8.50	10.00	16.50	33.00
76-200	10.00	10.50	18.00	36.50
201-300	12.50	11.00	20.00	40.00
301-400	14.00	11.50	22.00	43.00
401-500	14.00	11.75	24.00	46.00
501-600	16.00	11.75	24.00	46.00
601-700	16.50	12.00	26.00	49.00
701-800	17.50	12.50	28.00	52.50
801-900	18.50	12.75	30.00	56.00
901-1100	20.00	13.25	33.00	59.00
1101-1200	21.50	13.50	35.50	62.50
1201-1400	23.00	14.00	37.50	65.00
1401-1500	25.00	14.75	39.50	68.00
Letter	6.50	- - -	15.50	24.00

UPS takes 2-4 days excluding Saturdays.

Priority Mail & Letter (first class mail) take 2-3 days including Saturdays with Delivery Confirmation.

1& 2 day rates shown are the most economical.

Call for specifics on carriers and rates.

1-04



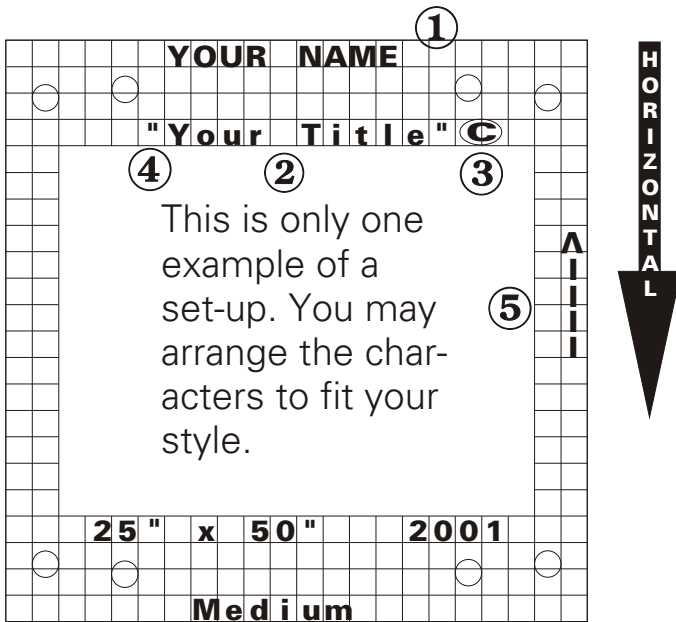
Phone: (503) 232-8501 x108  
 Fax: (503) 233-4037  
<http://www.CitizensPhoto.com/~citizens>

**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

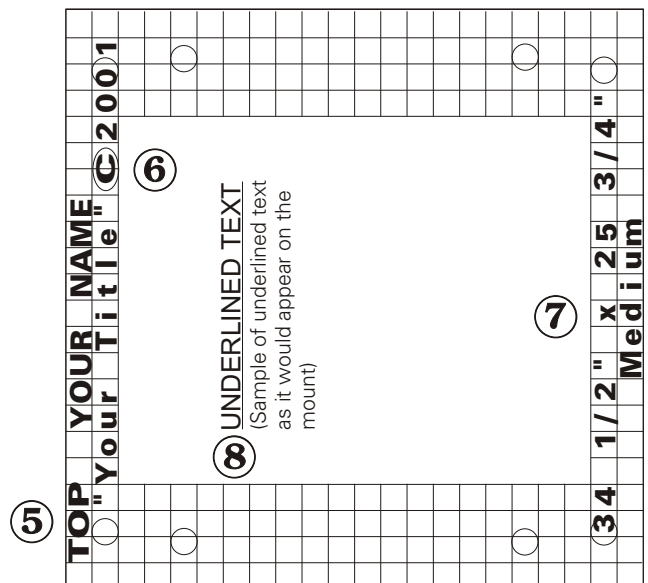
The word "TOP" or an  $\rightarrow$  may be used to show the slide's viewing orientation. See ⑤



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? \_\_\_\_\_**

