



Imaging Services Order Form

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customer

name _____ address line _____
town/city _____ post/zip-code _____
country _____ e-mail _____

publication

shelfmark _____
author / title _____

pages / folio numbers required _____ complete publication
notice _____

delivery

shipping (with invoice): CD / DVD per mail paper per e-mail
more than 5 MB data volume the customer will receive a CD/DVD without further notification
collection (cash payment): CD / DVD paper

format and prices minimum order value: 5,00 € plus shipping fees

e-mail or CD / DVD

- PDF JPG TIFF
 - black and white greyscale colour
- per page (black and white or greyscale) 0,30 €
per page (colour) 0,60 €
CD / DVD 1,00 € / 2,00 €

printout

- DIN A4 DIN A3
 - black and white greyscale colour
- per page DIN A4 (black and white) 0,40 €
per page DIN A4 (colour) 1,00 €
per page DIN A3 (black and white) 0,60 €
per page DIN A3 (colour) 2,00 €

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date _____ signature _____

internal notes:

Gesamtkosten: € _____ Erledigt durch /am: _____ / _____
Anzahl der gescannten bzw. ausgedruckten Seiten (Endzustand): _____