

American Heritage Center Duplication Fees

JULY 1, 2009 – JUNE 30, 2010

AHC Duplicating Services: ½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed \$100.00.

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| Rush Fees for all Duplicating Services | |
| Commercial Patrons | Plus 100% |
| Non-profits and personal | Plus 50% |
| University of Wyoming | Plus 25% |
| Minimum rush fee for all patrons | 10.00 |
| Copies, per page | |
| Self service photocopies | .25 |
| Self service digital camera, per image | .25 |
| PDF scans by AHC staff (8.5"x11" or 8.5"x14") (Black and white photocopies available upon request at the same price) | 1 - 99 copies: .60 100 or more: 1.20 |
| PDF scans by AHC staff (11"x17") (Black and white photocopies available upon request at the same price) | 1 - 99 copies: .75 100 or more: 1.50 |
| Color photocopies by AHC staff - (8.5"x11" or 8.5"x14") | 1 - 99 copies: 1.25 100 or more: 2.50 |
| Color photocopies by AHC staff - (11"x17") | 3.00 |
| Maps, per square foot (black and white) | 1.50 |
| Faxed requests, per page | 1.00 |
| Digital Imaging Services | |
| Scanning for documents up to 11"X17" (resolution up to 2400ppi) | First 19 scans: 18.00/scan 20 or more: \$27.00/scan |
| Betterlight Scanback (up to 8000x10000 pixels). For items larger than 11"x17" (such as maps, architectural drawings, paintings) or too fragile for scanning (such as scrapbooks and diaries). One hour minimum Includes setup and takedown. | 60.00/hour |
| Fee total includes files on CD/DVD; shipping and handling included (when shipping to a US address). Additional shipping charges apply when shipping to an international address. | |

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| Photographic Prints | |
| 4"x 5" print | 13.00 |
| 5"x 7" print | 17.00 |
| 8"x10" print | 20.00 |
| 11"x14" print | 25.00 |
| 13"x19" print | 30.00 |
| 16"x20" print | 35.00 |
| 20"x24" print | 45.00 |
| 24"x30" print | 60.00 |
| 24"x36" print | 75.00 |
| 30"x40" print | 90.00 |
| Audio-Visual Duplication | |
| Audio materials can be transferred to audiocassette tape or CD/DVD. Visual material can be transferred to VHS video tape or DVD. Shipping and Handling charged on all orders. One half hour minimum. | 25.00/hour 15.00/half hour |
| Shipping and Handling | |
| Shipping charges are estimated from the applicable Postal Vendor's website. An additional handling charge will be added to all shipments. | |
| Handling charge to a U.S. address, mailed in an envelope mailer | 5.00 |
| Handling charge to a U.S. address, in a mailer larger than envelope (flat) | 10.00 |
| Handling charge on all international shipments | 25% of est. shipping cost |

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