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| OSOS-archives | ***Division of Archives & Records Management***  *PO Box 40238*  Olympia, WA 98504-0240 |

###### REQUEST FOR MICROFILM DUPLICATE & SCANNING

###### *Send completed form to* [*securitymicrofilm@sos.wa.gov*](mailto:securitymicrofilm@sos.wa.gov)

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| --- | --- | --- | --- | --- | --- | --- |
| STATE/LOCAL GOVERNMENT NAME | | | | | | |
|  | | | | | | |
| DIVISION | | | | | DATE | |
|  | | | | |  | |
| CONTACT NAME | | | PHONE NUMBER | | | |
| BILLING CONTACT NAME AND E-MAIL ADDRESS | | | PHONE NUMBER | | | |
| BILLING ADDRESS AND/OR MAIL STOP | | | SHIPPING ADDRESS | | | |
| QUANTITY | SERVICES | UNIT PRICE | | UNIT | | TOTAL |
|  | M-Type Cartridge | $3.50 | | Per Cartridge | |  |
|  | ANSI Clip | $1.25 | | Per Clip | |  |
|  | Magazine Clip | $1.25 | | Per Clip | |  |
|  | 16 mm Digitizing Whole Reel | .05 | | Per Image | |  |
|  | 35 mm Digitizing Whole Reel | .13 | | Per Image | |  |
|  | Image Enhancement | $65.00 | | Per Hour | |  |
|  | **16 mm Digital Conversion - Up To 25 Images No Charge (Multiple reels may incur hourly cost)** | $50.00 | | Per Hour over 25 images | |  |
|  | **35 mm Digital Conversion - Up To 25 Images No Charge (Multiple reels may incur hourly cost)** | $50.00 | | Per Hour over 25 images | |  |
|  | 16 mm Microfilm Processing | $16.00 | | Per Roll | |  |
|  | 16 mm 100’ Diazo on Spool | $17.00 | | Per Roll | |  |
|  | **16 mm 215’ Diazo on Spool** | $25.00 | | Per Roll | |  |
|  | **35 mm x Diazo on Spool** | $22.50 | | Per Roll | |  |
|  | **16 mm x Silver on Spool** | $39.00 | | Per Roll | |  |
|  | **35 mm x Silver on Spool - Negative** | $39.00 | | Per Roll | |  |
|  | **35 mm x Silver on Spool - Positive** | $39.00 | | Per Roll | |  |
|  | **Microfiche Duplication** | $1.55 | | Per Sheet | |  |
|  | **Compact Disk** | $15.00 | | Each | |  |
|  | **Shipping and Handling (UPS Rates)** | Cost of Shipping +30% | |  | |  |
|  | **EXPEDITE SHIPPING** | $21.00 | | Per Roll | |  |
| RECORD SERIES, DATES, REEL #’s  SEE ATTACHED INVENTORY | | | | | | |
| STATE/LOCAL GOVERNMENT OFFICIAL SIGNATURE | | | STATE ARCHIVIST SIGNATURE | | | |
| PRINT/TYPE NAME | | | PRINT/TYPE NAME | | | |
| DATE | | | DATE | | | |
| ***For Security Microfilm Use Only*** | | | | | | |
| Vault Location: | | | Retrieved By: Date: | | | |
| Received By: Date: | | | Returned to: Date: | | | |