

# REPROGRAPHICS REQUEST

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COLLECTION NAME/ PUBLICATION TITLE	COLLECTION ID/ CALL NUMBER	SERIES OR ACCESSION NUMBER	BOX NUMBER	FOLDER NUMBER OR TITLE	ITEM DESCRIPTION (e.g. Digital Library Local Record Number, Page Range, etc.)	DESIRED FORMAT	COUNT: Pages (pp); Folders (f); Hi-Res Scans (s); Digital Library Existing TIFFs (dl)

PLEASE NOTE: YOUR SALES ORDER MUST BE PAID WITHIN ONE MONTH OF YOUR RECEIVING IT. AFTER A MONTH, COLLECTION MATERIALS WILL BE RETURNED TO OFF-SITE STORAGE AND YOUR ORDER WILL BE CANCELED.

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