

BRIGHAM YOUNG UNIVERSITY
PHOTOGRAPHIC ARCHIVES
Special Collections & Manuscripts
5030 HBLL
Provo, UT 84602-6877
Phone: (801) 378-3175 or 378-3514
FAX: (801) 378-9004

IMAGE PRODUCTION COSTS

SERVICE	PRICE*	DELIVERY TIME (per order, minimum time of)
REFERENCE PHOTOCOPIES (quality of photocopy is good only for reference)		
Letter size	.20 ea.	Two working days
REGULAR/PUBLICATION QUALITY (RC paper, matte or glossy finish)		
4X5	\$6.00 ea.	Fifteen working days
5x7	\$10.00 ea.	Fifteen working days
8X10	\$12.00 ea.	Fifteen working days
EXHIBIT/PUBLICATION QUALITY (RC paper, matte or glossy finish; optional toning available)		
4X5	\$15.00 ea.	Twenty working days
5X7	\$20.00 ea.	Twenty working days
8X10	\$30.00 ea.	Twenty working days
11X14	\$40.00 ea.	Twenty working days
16X20	\$50.00 ea.	Twenty working days
OPTIONAL TONING (Sepia brown tone or Selenium neutral tone)		
For 4X5, 5X6, 8X10 prints	\$5.00 ea.	
For 11X14 and 16X20 prints	\$7.00 ea.	

COLOR SLIDES (35mm Color only)

1 st slide	\$14.00	Fifteen working days
2 nd through the 24 th slide	\$2.00 ea.	Fifteen working days
25 th slide	\$14.00	Fifteen working days
26 th through the 48 th slide	\$2.00 ea.	Fifteen working days

VIDEO TAPING OF MOTION PICTURE FILMING

A fee of **\$20.00** per hour with a minimum of \$20.00 will be charged. BYU employees and students will be charged a fee of \$10.00 per hour. Prior permission must be obtained before any filming can take place. An appointment not less than three working days in advance must be made. **Still photography is not allowed.**

TAX

A Utah sales tax of **6.25%** is required on all sales within the state of Utah except for sales to BYU departments.

SHIPPING /HANDLING CHARGES

All orders are shipped by first class mail (postpaid) unless special delivery is requested and prepaid. A packaging fee of one half the normal shipping and handling fee will be assessed with special delivery requests.

	<u>Photos up to 8X10</u>	<u>11X16, 16X20</u>	<u>35mm Slides</u>
1-5 prints	\$3.00	\$4.00	\$2.00
6-10 prints	\$4.00	\$5.50	\$2.00
11-24 prints	\$6.00	\$7.00	\$2.00
25-50 prints	\$7.50	\$10.00	\$4.00

ORDER FULFILLMENT AND DELIVERY

Processing of photo orders is on a first-in first-out basis except when a rush fee is paid. A photo order is not considered placed until a signed "Order & Use Agreement Form" along with payment is received by the Harold B. Lee Library's Department of Special Collections and Manuscripts. Please order well in advance of your need since completion dates not specifically guaranteed in writing by the Photo Archives are only estimates. **Payment in full at the time of ordering is required unless special billing arrangements have been made prior to placing the order.**

RUSH SERVICE

Rush service is available only at the discretion of the Photo Archives and must be confirmed before processing begins.

Five working days (not including shipping time) guaranteed delivery will be assessed a 100% surcharge on the total order (tax and use fees excluded).

*All prices are subject to change at any time.

September 2, 2003