

## University of Melbourne Archives

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### Photographic and Digital Imaging Order Form

<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	

<b>Date required by:</b>
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## Digital Images

Digital copies of images can be supplied either on CD-ROM or can be down loaded via the internet.

Images are supplied at a suitable quality for professional reproduction. However, if you are requesting images for publication, it is recommended that you speak to your publisher to establish the correct file format and resolution prior to ordering.

Format and Delivery Options:						
PC or Mac	Tif or jpg	Size A4, A3, A2, A1	Format (dpi)	Down load from Server	Burn to CD	Cost GST inclusive (Refer to Processing Formats and Fees)
<input type="checkbox"/> PC <input type="checkbox"/> Mac	<input type="checkbox"/> .tif <input type="checkbox"/> .jpg			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Requirements:</b>						
<b>Image Title:</b>					<b>UMAIC Record ID</b>	<b>Caption Y/N</b>
1						
2						
3						
4						
5						
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8						

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**Digital Prints (Price on application)**

Prints are supplied on paper cut to international paper sizes of A4, A3, A2 and A1 or to traditional print sizes. Actual images may be printed to specific sizes, but will only be supplied on the appropriate paper size. Images are charged for at the cost of the actual supplied paper sheet.

All prints are generated by scanning the original and printing on to either matt, lustre or gloss photographic paper in black and white or colour.

Each original image is scanned individually, minor imperfections such as dust, spots and scratches are retouched (major retouching- on request- will attract a retouching fee) and colour matched to the original.

For digital prints please submit form and one of our staff will be in contact regarding prices.

**Hand Printed**

For Hand printed traditional black and white prints from negatives only of all film formats. Please Refer to Processing Formats and Fees for prices.

<b>Prints Type:</b>	<b>Digital Print</b> <input type="checkbox"/>	<b>Hand Print</b> <input type="checkbox"/>	<b>Post to the above supplied address</b>		<b>Hold for collection at the Cultural Collections Reading Room, Level 3 Baillieu Library</b>		
<b>Print Delivery Options:</b>			<input type="checkbox"/>		<input type="checkbox"/>		
<b>Image title:</b>			<b>UMAIC Record ID</b>	<b>Caption Y/N</b>	<b>Size</b>	<b>Gloss Lustre Matt</b>	<b>No Req'd</b>
1							
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8							

**Alternative photographic reproduction options are available. To discuss your needs please contact the Archives on +61 03 8344 6848 or [archives@archives.unimelb.edu.au](mailto:archives@archives.unimelb.edu.au)**