

**ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY  
PHOTOGRAPHIC / DIGITIZED IMAGE SERVICE REQUEST**

**MAIL TO: Alabama Dept. of Archives and History, Attn: Photo Orders, PO Box 300100, Montgomery, AL 36130-0100.**  
**FAX TO: Attn: Photo Orders, 334-353-4321**

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- Photos are scanned at **600 dpi** and saved as **tiff (\*.tif)** images on CD.
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		Copy print	Digital image
<b>Copy prints will be the same size as the original photo unless otherwise specified</b>		<b>Quantity</b>	<b>Subtotal</b>
<b>Copy prints production fee</b> 8 x 10 or smaller – \$15 each			
<b>Copy prints production fee</b> larger than 8 x10, up to 12 x 17 – \$28 each			
<b>Images on CD (including ADAH maps online at <a href="http://alabamamaps.ua.edu">http://alabamamaps.ua.edu</a>)</b> – \$15 each (photos - 600 dpi, tiff images)			
<b>Copy prints larger than 12 x 17 and digitized images of originals larger than 12 x 17 which are not already digitized</b> – fee assessed based on dimensions of item requested			
<b>RUSH ORDER FEE</b> for two-day turnaround (includes the \$15 production fee) – \$50 each			
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<b>REFERENCE FEE</b> – \$15 in-state / \$25 out-of-state fee may be assessed if no order number exists and location of originals (box number, folder number) is unknown			
<b>TOTAL AMOUNT PAID * Payment must accompany order *</b>			
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