

Job Number \_\_\_\_\_

**Library of Congress  
PHOTODUPLICATION SERVICE  
ORDER FOR PHOTOGRAPHIC PRINTS**

Instructions: Read "Conditions of Order and Use" on reverse of this form, and sign acknowledgement statement below. Please print or type information. Make check or money order payable to Library of Congress, Photoduplication Service. Credit card payment by Master Card or Visa is accepted. Return **white** and **yellow** copies of this form to Library of Congress, Photoduplication Service, Washington, DC 20540-4570. Retain **pink** copy. For more information call the Photoduplication Service, Public Service Section on (202) 707-5640.

Date of Request	Customer's Order No.	Deposit Account No. PS-	Customer's Phone No. (      )
Customer's Name		Office	Reference
Address		Laboratory	
City, State, Zip Code		For Office Use Only	
Attn:			
Delivery Mode: <input type="checkbox"/> Customer Pick Up <input type="checkbox"/> Mail <input type="checkbox"/> Federal Express <input type="checkbox"/> Other:			
Delivery Service Customer Account No.	Delivery Address Phone No. (      )	I hereby note and accept the "Conditions of Order and Use" stated on verso of pink copy. If applicable, credit card information is correct and payment will be made. <b>Signature:</b>	
If Credit Card Payment: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	Expiration Date: _____		
Credit Card Acct. No.:			
Type of Photographic Prints: <input type="checkbox"/> Custom <input type="checkbox"/> Exhibition <input type="checkbox"/> Other:			

Item Identification	Print Size	Quantity		Unit Price	Amount
		Glossy	Matte		
	" x "			\$	\$
	" x "				
	" x "				
	" x "				
	" x "				
	" x "				

Special Instructions	Surcharge for Special Services:
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Delivered To:	Amount Paid (deduct) (      )
Date:	Final Cost

682 (1998/03) For prompt, accurate shipment fill in the following mailing label . Please print or type.

The Library of Congress  
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OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE \$300

Name \_\_\_\_\_

Order No./Attn. \_\_\_\_\_

Address \_\_\_\_\_

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