

RESEARCH AND REPROGRAPHICS SERVICES PRICE LIST

May 1, 2010

Description	Price
Photocopies to 8.5x11" or 8.5x14" bond paper, black and white, per page	\$.25
Photocopies to 8.5x11" or 8.5x14" bond paper, color, per page	\$2.00
Photocopies, 11x17" bond paper, black and white, per page	\$.50*
Photocopies, 11x17" bond paper, color, per page	\$4.00
Large document photocopies to bond paper, per square foot	\$3.00
Scanned image, printed onto photographic gloss paper, per 8x10" sheet	\$12.00
Additional prints from one scan	\$5.50
Scanned image, scanned onto CD, per image	\$10.00
Fax responses, per page, in addition to photocopying and other applicable costs	\$2.00
Set of plans for <i>Big Muskie</i>	\$300.00
Set of plans for <i>The Captain</i>	\$250.00
Staff time per quarter hour	\$10.00*
All other services	Call

* Applies to all reference services requiring access to our collections.

SEE REVERSE FOR POLICY AND INSTRUCTIONS

POLICY AND INSTRUCTIONS

General information:

1. Payment in advance is required before your order can be processed. Payment can be made by check or money order in U.S. funds, or by phone with your Visa, Master Card or Discover card. If paying by credit card, please include the complete card number and expiration date. Please be sure to include the address to which you would like the order shipped and a daytime phone number.
2. Prices do not include shipping and handling. Shipping will be quoted when you order. Standard shipping is by U.S. Mail first-class mail. Federal Express shipping is available on request. Federal Express shipping costs will be billed to your Fed Ex account or credit card. Plan sets will be shipped via U.P.S. from our reprographics vendor. You must provide a street address for delivery by Federal Express.
3. Services not listed here are quoted on request.
4. Up to eight photocopies are provided gratis as a courtesy to researchers.
5. The HCEA reserves the right to refuse to reproduce any record. This may be necessary for reasons of copyright or privacy protection, or if the document is too fragile, soiled or deteriorated to be photocopied or scanned without risk of damage.
6. It is the researcher's responsibility to secure permission to use copyrighted records. Copyrighted records will not be reproduced unless the researcher provides proof of having received permission for their use.
7. Written permission is required for editorial and advertising use of materials from our collections. All materials used must be credited to the Historical Construction Equipment Association Archives.
8. To better ensure that the correct materials are provided, a model and serial number or other positive identification is required for all orders pertaining to a specific machine. The HCEA assumes no responsibility for correctness of materials provided if correct model and serial number are not provided.
9. Reprographics orders are non-refundable and non-returnable, except in event of HCEA error.
10. Please allow two to four weeks for processing orders.

Staff time:

1. Staff time will be charged at the rate of \$40.00 per hour at ¼-hour increments for the time required to do research, locate records, process orders, and refile records. The first ¼ hour is provided gratis as a courtesy to researchers.
2. A flat fee of \$7.50 is charged to identify pull graders.
3. Staff time will be quoted for your approval before your order is processed.
4. Staff time is not charged if we are not able to fulfill your request.

Large document copies:

1. Large documents are any size larger than 11x17".
2. Large document copies may be made to bond paper or vellum, to any length. The standard width is 36".

Scanning:

1. Scanned images are provided in raw, unenhanced form. Enhancements to lighting, contrast, shading and so forth are the responsibility of the researcher.
2. The price for scanned images printed onto photographic gloss paper is per 8x10" sheet. This sheet may accommodate one 8x10", two 5x7", three 4x6" or four 3x5" images.
3. Images may be enlarged or reduced to fit. You will need to advise us on how images are to appear on the scanned image.
4. The maximum size original that can be scanned for printing onto photographic gloss paper is 8x10". The maximum size for all other scans is 11x17".
5. Compact discs are provided as part of our service.