

Date: _____ **Date Paid:** _____ **Shipping Date:** _____ **Work Order #** _____

Bill To: _____ Attention: _____ Address: _____ _____ _____ Phone () _____ FAX () _____	Ship To(If different from "Bill To"): _____ _____ _____ <input type="checkbox"/> Call when ready to pick up
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Image Number	Services Required	Size of Print	Matte/Glossy	Quantity	Unit Cost	Total

 All orders not picked up 6 months from shipping date will be discarded. Subtotal \$ _____

All Sales Final. Payment is required before we may begin work on your order. Please make checks payable to: UTSA's Institute of Texan Cultures. Mail order with payment: "ATTN: LIBRARY".													
(Please include copy of invoice with payment) IF YOU INTEND TO PUBLISH ANY OF THESE IMAGES IN ANY MEDIUM, PLEASE CALL (210) 458-2298.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Subtotal of all pages.....</td> <td style="width: 20%;">\$ _____</td> </tr> <tr> <td>Shipping (5% with a \$5.00 min)</td> <td>\$ _____</td> </tr> <tr> <td>Upsize/International \$10.00 min.....</td> <td>\$ _____</td> </tr> <tr> <td>Rush Fees.....</td> <td>\$ _____</td> </tr> <tr> <td>Sales Tax (8.125% for Texas Residents).....</td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">Total.....</td> <td>\$ _____</td> </tr> </table>	Subtotal of all pages.....	\$ _____	Shipping (5% with a \$5.00 min)	\$ _____	Upsize/International \$10.00 min.....	\$ _____	Rush Fees.....	\$ _____	Sales Tax (8.125% for Texas Residents).....	\$ _____	Total.....	\$ _____
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Payment Type:	
Cash <input type="checkbox"/> Check <input type="checkbox"/> # _____	Name on Credit Card: _____
MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> DiscoverCard <input type="checkbox"/> # _____	Exp. Date: _____
Purchase Order # _____ P.O. Issuer _____	

