



WESTERN WASHINGTON UNIVERSITY  
HUXLEY COLLEGE OF THE ENVIRONMENT

# MAP LIBRARY

## SCANNING FORM & RECEIPT

### IMPORTANT!!!

Name : \_\_\_\_\_  
Student #: \_\_\_\_\_  
Phone # : \_\_\_\_\_  
Email : \_\_\_\_\_  
Class/Instructor: \_\_\_\_\_  
Today's Date: \_\_\_\_\_

How you would like us to contact you when your job is done?



Item(s) to be Scanned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Price

WWU PATRONS -  
First one free, addtl \$2.00  
OUTSIDE PATRONS -  
\$5.00 per scan item

#### Only Checks Accepted

make out to the Huxley Map Library

I Understand and approve

The Policies for Scanning

Print Job(s) takes

2 Business Days

(INITIALS REQUIRED)

#### RESOLUTION

100 dpi (8.5"x11")

300 dpi (M poster)

600 dpi (L-XL poster)

Other: \_\_\_\_\_

(PLEASE CIRCLE)

#### FILE FORMAT

.TIFF (best quality-large file size)

.JPEG (good quality-small file size)

Other: \_\_\_\_\_

(PLEASE CIRCLE)

#### B/W OR COLOR

BLACK/WHITE

COLOR

(PLEASE CIRCLE)

# TOTAL PROJECT COST:\$

(CHECKS ONLY!!!! Please make checks payable to Huxley Map Library)

JV BUDGET CHARGES:.....

Budget Type (Please Circle One): **Grant, Foundation, or Operating**

FAST Index Code: \_\_\_\_\_ Budget Authority: \_\_\_\_\_

(Name)

(Signature Required)

Date/Time job completed: \_\_\_\_\_ Date/Time of pick-up: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Patron Signature (at pick-up): \_\_\_\_\_