



## Research Services and Reproduction Fees

### DOCUMENT REPRODUCTION

Processing fee .....	\$20.00
Per page photocopy fee.....	\$0.50
Per page scanning fee .....	\$0.50

### PHOTOGRAPHIC REPRODUCTION

Processing fee .....	\$25.00
72-299dpi.....	\$5.00 per item
300-600dpi.....	\$30.00 per item

\*Fees for reproduction of images larger than 11x17 will be negotiated on a case by case basis.

### AUDIO RECORDING REPRODUCTION

Processing fee (one item).....	\$30.00
Each additional item.....	\$10.00
Analog-to-digital recording .....	\$50.00 per ½ hour

### MOVING IMAGE REPRODUCTION

Processing fee .....	\$30.00
Film/Video to Digital Video.....	\$35.00 per 15 minutes

### RESEARCH FEES

Research service, 30 minutes staff research time .....	no charge
Research service, beyond 30 minutes .....	\$25.00 per ½ hour
Reading Room use.....	\$25.00 per week

### OFFSITE RETRIEVAL

Retrieval of boxes stored off-site.....	*quote per order
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\*minimum \$30.00 standard 3-day retrieval

### RUSH SERVICE (IF AVAILABLE)

Reproduction of documents and/or photographs (3 business days or less.....)	\$50.00 per hour
Audio and Video reproduction .....	*quote per order

### POSTAGE

Postage and handling .....	USPS Priority Mail rates apply
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\*Patrons may waive postage charges by providing their FedEx or UPS account number

Employees of the DFMS and representatives of the General Convention are not subject to rights, royalties, and research fees.

### **PAYMENT**

We accept Cash, Check, Money Order, or PayPal. Pre-paid deposits may be required for large orders.

Processing fees for orders placed and then cancelled are non-refundable.

Research Office: P.O. Box 2247 • Austin, TX 78768 • 512-472-6816  
Records Administration: 815 Second Avenue • New York, NY 10017

<http://episcopalarchives.org>