

### Digitization Form

Please print, complete, and return this form to the Sault Ste. Marie Museum.

Please fill out one ( 1 ) form per request.

**Please X what applies:**

In Person: \_\_\_\_\_  Phone: \_\_\_\_\_  E-mail: \_\_\_\_\_

**Your information:**

Date Accepted: \_\_\_\_\_ Date Due: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Fees:**

<b>Photo:</b>	<u>Standard Format Scanning</u> Up to 8.5 x 11 inches \$15/hour	<u>Large Format Scanning</u> Up to 88 inches wide \$15/hour or \$15 per piece
<b>Video:</b>	<u>UMatic, Beta Max, Beta, DV-Cam and VHS</u> \$20/hour or \$20 per tape	

Please Note: The finalized cost (per hour / per piece) of a photo or video digitization is at the discretion of the Sault Ste. Marie Museum.

**How would you like to receive your digitization?**

Digital Copy: \_\_\_\_\_

DVD: \_\_\_\_\_ (additional cost of \$1.00)

<b>Staff Use Only:</b>	
In Progress _____	Fee Paid _____
Completed _____	Fee Waived _____

Sault Ste. Marie  
**Museum**

Sault Ste. Marie & 49<sup>th</sup> Field Regiment RCA  
**Historical Society**