

TENNESSEE STATE LIBRARY & ARCHIVES
Microfilm Preservation and Digital Services
Duplication Order Form

Preservation/Digital Services	
USE ONLY	
Date received	_____
Invoice #	_____
Date paid	_____
Initials	

Name	Date
Address	
City/State/Zip	
Daytime Phone	<p align="center"><u>FEES:</u></p> <p>Format: 35mm microfilm \$35.00 per roll</p> <p>Format: 16mm microfilm \$30.00 per roll</p> <p>Delivery: U.S.P.S. – No shipping charge for small shipping within U.S.</p>
Email	
<p>Method of Payment: <i>(circle one)</i></p> <p>Please confirm the order before sending a payment.</p> <p>(615) 741-2997</p> <p>Check / Visa, Master Card, or American Express credit card <i>(we will contact you for number)</i></p>	

Item Type/Description <i>Specify collection name, roll numbers, dates, county, MF #</i>	Quantity	Unit Price	Total
			Grand Total

Standard turnaround time is 4-6 weeks from receiving payment; larger orders will take more time. Have questions? Contact microfilmorders.tsla@tn.gov or 615-741-2997.

Please include a copy of your invoice when mailing the payment.

Return form to:

Tennessee State Library and Archives
 Preservation & Digital Services
 403 Seventh Ave. N, Nashville, TN 37243-0312

Preservation/Digital Services	
USE ONLY	
Date completed	_____
Completed by	_____