

DRAWING ORDER FORM

Lake States Railway Historical Association, 330 Lynn St., Baraboo, WI 53951 • lsrha.org • lakestatesarchive@gmail.com

Name: _____ Title: _____

Company/Organization name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email address: _____ Phone: _____

Object Number	Drawing No.	Description	Location	Width	x	Length	=	Area	Cost
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____
_____	_____	_____	_____	_____	x	_____	=	_____	\$ _____

Check this box if requesting digital scans instead of paper print. 400dpi scans will be emailed to email address listed above. NO SHIPPING COST for digital scan orders.

SUBTOTAL \$ _____

SHIPPING \$ _____

PAYMENT may be made by Paypal (add 3% convenience fee) or check or money order.

TOTAL TO REMIT \$ _____

Instructions:

1. Fill out name and address above.
2. Enter Object Number, Drawing Number, Description, Location (required), Dimensions (width/length in inches) for each item ordered. This information may be found by clicking on the Object Number in the Document Database search. This will open a window with more details about the drawing, including all the information above.
3. Calculate the area (square inches) of each drawing by multiplying width by length. Write cost for each drawing using the following cost table:

<u>Drawing Area (in square inches)</u>	<u>Cost</u>
0 sq.in. - 550 sq.in.	\$8.00
551 sq.in. - 1,000 sq.in.	\$10.00
1,001 sq.in. - 2,000 sq.in.	\$20.00
2,001 sq.in. - 3,500 sq.in.	\$30.00
more than 3,500 sq.in.	\$40.00
4. Calculate shipping for paper print orders using the following formula (digital scans require no shipping cost):

Orders up to \$100	\$15.00
Orders over \$100	\$20.00
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Signed: _____ Name (print): _____ Title: _____