



## 2024-2025 College and University Braille Transcription Request Form

Please fill out this form in its entirety and include with **one CLEAN copy** of the book to be transcribed along with a Purchase Order and mail to the address below.  
**We DO NOT guarantee the return of your print copy**

Order Date

Date 1st Volumes Required

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College/University Name

Contact Name

Phone Number

Email

Shipping Address

City

State

Zip Code

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### Special Instructions:

Book Title

ISBN

List, in order, the chapters/pages to be studied  
(**AND** attach the class syllabus)

Fall Quarter

Winter Quarter

Spring Quarter

Summer Quarter

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**Pricing Information:** (Due to time constraints and tight deadlines, we cannot guarantee that every page will be proofread.)

*Braille - Unified English Braille*

Literature/English Language Arts:

Number of Print pages (include prelim & appendices) × \$4.50 =

Foreign Language (other than Japanese):

Number of Print pages (include prelim & appendices) × \$5.50 =

Social Studies/Science/Computer:

Number of Print pages (include prelim & appendices) × \$6.50 =

Music: **line-by-line or single line format (beginner)**

Number of Print pages (include prelim & appendices) × \$8.00 =

Music: **bar-over-bar piano or Ensembles (multi-instrument)**

Number of Print pages (include prelim & appendices) × \$10.00 =

Mathematics (*with Nemeth*) - *except Geometry*/Japanese/Chemistry & Physics:

Number of Print pages (include prelim & appendices) × 9

(approximate number of braille pages)

(Approximate number of braille pages) × \$5.00

Mathematics (*with Nemeth*) - **Geometry**:

Number of Print pages (include prelim & appendices) × 10

(approximate number of braille pages)

(Approximate number of braille pages) × \$5.00 =

NEW

Mathematics (*UEB Math*) - *except Geometry*/Chemistry & Physics:

Number of Print pages (include prelim & appendices) × 10

(approximate number of braille pages)

(Approximate number of braille pages) × \$5.00

NEW

Mathematics (*UEB Math*) - **Geometry**:

Number of Print pages (include prelim & appendices) × 11

(approximate number of braille pages)

(Approximate number of braille pages) × \$5.00 =

*Alternate Media -*

Graphics **Only**:

Number of Graphics × \$7.00 =

- Mark the pages in the book and indicate which maps/charts, etc. you need in tactile format.
- If a print page has more than one print graphic, **count each graphic**.
- Note: one print graphic, may require 2-10 braille pages.
- **Graphics do not qualify for the 15% discount below.**

**Check one for Shipping:**

UPS (actual cost will be added to invoice)

**Free Matter for the Blind**

**Subtotal**

**WA Destination Sales Tax % =**

**Less 15% Discount if publisher files are provided**

**Estimated Purchase Order Amount**

**ESTIMATE ONLY: All prices are subject to change after review of the materials. Please be aware - we do have a minimum charge of \$25.**



**Ogden Resource Center**

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