



2023-2024 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

College/University Name

Contact Name

Phone Number

Email

Shipping Address

City

State

Zip Code

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

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)

x \$4.50 =

Foreign Language (other than Japanese):

Number of Print pages (include prelim & appendices)

x \$5.50 =

Social Studies/Science/Computer:

Number of Print pages (include prelim & appendices)

x \$6.50 =

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

Number of Print pages (include prelim & appendices)

x \$8.00 =

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

Number of Print pages (include prelim & appendices)

x \$10.00 =

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

Number of Print pages (include prelim & appendices) x 9 (approximate number of braille pages)

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

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

Number of Print pages (include prelim & appendices) x 10 (approximate number of braille pages)

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

Alternate Media -

Graphics Only:

Number of Graphics x \$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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