**ADST BOUND ORAL HISTORY ORDER FORM**

To purchase bound copies of an oral history (OH), you have two options:

❑ Bound OH with generic title (*Your Name: An Oral History*) and ADST cover (with no changes).

❑ Bound OH with limited changes:

* **Change #1: TITLE –** Please change the title to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Change #2: BACK COVER DESCRIPTIVE TEXT**

❑ MS Word document (730 character limit) attached to email to [OHBook@ADST.org](mailto:OHBook@ADST.org)

* **Change #3: BACK COVER PHOTO**

❑ Image attached to email to [OHBook@ADST.org](mailto:OHBook@ADST.org)

Allowed image types: bmp, gif, jpg, jpeg, png, tif, tiff  
 Recommended resolution: 300 dpi color or grayscale

❑ Photo caption / Bio in MS Word document (250 character limit)

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**PLEASE NOTE:**

1. We do not provide writing or editing services.

2. Oral History must be edited and complete to qualify for binding.

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For each Bound OH, there is an initial set-up fee of $300 to help cover the conversion of the transcript to book form and our staff’s time. This is a one-time fee and you can order as many copies of the book as you want once this fee is paid. This fee is *waived for our Benjamin Franklin Circle Members*.

See the charts below for book and shipping/handling fees. Please note that we are required to charge 6% sales tax on these book sales—this percentage is not charged on the set-up fee or shipping/handling fees. Please note that the shipping fees listed are the Media Mail rate, which can take 1-3 weeks. If faster shipping is needed, please contact ADST for options and rates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Pages** | **Cost per Book** |  | **Number of Books** | **Shipping/Handling Fee** |
| 50-300 | $25.00 |  | 1 | $7.00 |
| 301-500 | $35.00 |  | 2-3 | $10.00 |
| 501-800 | $50.00 |  | 4-7 | $15.00 |
|  |  |  | 8-10 | $20.00 |
|  |  |  | 11+ | Contact ADST |

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Please fill out the order and payment information below and send this form to: [OHBook@ADST.org](mailto:OHBook@ADST.org) or mail to **ADST, P.O. Box 41839 Arlington, VA 22204.**

* **Name on the Oral History**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Note on Page 1 of this form if you are requesting any changes to your Title or Book Cover)**

* **Initial Set-up fee:** ❑ **$300**

❑ **$0 - I am a current Benjamin Franklin Circle Member.**

❑ **$1000 - I would like to become a Benjamin Franklin Circle Member today.**

* **Number of Book Copies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Shipping Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name

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City State Zip Code

**PAYMENT**: Complete credit card information below or call ADST (703-302-6990) to provide your credit card number. If you prefer to pay by check, please email [admin@adst.org](mailto:admin@adst.org) to make arrangements.

Credit cards will be billed in two separate payments—the first upon receipt of this form for the initial set-up fee, and the second for the book order once the transcript has been prepared. You will receive an invoice via email for the book order with the actual total (including sales tax and shipping/handling) before your card is charged.

Name on card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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