

# Request Form for Products

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email address \_\_\_\_\_ Phone Number \_\_\_\_\_

Notes \_\_\_\_\_

## **Time Frame for Delivery:**

- Print and framed print orders are produced on an individual basis.
- Unframed prints will be shipped 3-4 weeks following order. Framed images will be shipped 6-8 weeks following order. Allow 3-10 days for shipping.
- Express delivery is available for an additional fee.

## **Payment Information**

- Payment is required at the time of order in the form of cash, check, money order, or accounting code. If payment method is by accounting code, include the accounting code, subaccount number, and the unit name. **NAL is now accepting credit cards and debit cards on its website: <http://www.nal.usda.gov/speccoll/products.shtml>.**
- Make check or money order payable to “NATIONAL AGRICULTURAL LIBRARY”.
- For mail orders, mail payment to the following address:

**National Agricultural Library  
Special Collections – Product Orders – Room 300  
10301 Baltimore Avenue  
Beltsville, MD 20705**

For additional information on products or delivery, please call **301-504-6503**.

## **FOR INTERNAL USE ONLY**

Order filled by: \_\_\_\_\_ Date: \_\_\_\_\_

## Notecards and Gifts

<b>Products</b>	<b>Quantity</b>	<b>On-site Orders Per Item Price</b>	<b>On-site Orders 10 Items or more</b>	<b>Delivery Required* Per Item Price</b>	<b>Delivery Required* 10 Items or more</b>	<b>Payment Type</b>	<b>TOTAL SALE</b>
Cherry Blossoms Stationery Set		<b>\$12.00</b>	<b>\$11.00</b>	<b>\$17.00</b>	<b>\$16.00</b>		
Cherry Blossoms List Journal		<b>\$7.00</b>	<b>\$6.00</b>	<b>\$12.00</b>	<b>\$11.00</b>		
Cherry Blossoms Prose Journal		<b>\$10.00</b>	<b>\$9.00</b>	<b>\$15.00</b>	<b>\$14.00</b>		
Cherry Blossoms Memo Box Set		<b>\$10.00</b>	<b>\$9.00</b>	<b>\$15.00</b>	<b>\$14.00</b>		
Cherry Blossoms Flip Top Note Cards		<b>\$12.00</b>	<b>\$11.00</b>	<b>\$17.00</b>	<b>\$16.00</b>		
Nature's Cabinet Nests and Eggs Note Cards		<b>\$14.00</b>	<b>\$13.00</b>	<b>\$19.00</b>	<b>\$18.00</b>		
Nature's Cabinet Butterflies Note Cards		<b>\$12.00</b>	<b>\$11.00</b>	<b>\$17.00</b>	<b>\$16.00</b>		
Cherry Blossoms Sticky Notes		<b>\$9.00</b>	<b>\$8.00</b>	<b>\$14.00</b>	<b>\$13.00</b>		
Cherry Blossoms Note Card Portfolio		<b>\$9.00</b>	<b>\$8.00</b>	<b>\$14.00</b>	<b>\$13.00</b>		
Cherry Blossoms Luxe Journal		<b>\$12.00</b>	<b>\$11.00</b>	<b>\$17.00</b>	<b>\$16.00</b>		
Lilies Note Card Portfolio		<b>\$9.00</b>	<b>\$8.00</b>	<b>\$14.00</b>	<b>\$13.00</b>		
Golden Poinsettia Holiday Cards		<b>\$14.00</b>	<b>\$13.00</b>	<b>\$19.00</b>	<b>\$18.00</b>		
Christmas Amaryllis Holiday Cards		<b>\$14.00</b>	<b>\$13.00</b>	<b>\$19.00</b>	<b>\$18.00</b>		
Candy Cane Amaryllis Note Cards		<b>\$11.00</b>	<b>\$10.00</b>	<b>\$16.00</b>	<b>\$15.00</b>		

Dahlia Flower Portrait Paperweight		<b>\$10.00</b>	<b>\$9.00</b>	<b>\$10.00</b>	<b>\$9.00</b>		
Flower Portraits Perpetual Calendar		<b>\$8.00</b>	<b>\$7.00</b>	<b>\$8.00</b>	<b>\$7.00</b>		
Flower Portraits Keep It Box		<b>\$8.00</b>	<b>\$7.00</b>	<b>\$8.00</b>	<b>\$7.00</b>		
Prestele Exhibition Catalogue		<b>\$15.00</b>		<b>\$15.00</b>			
<b>Staff Initials:</b>	<b>TOTAL:</b>						

\*\* If payment method is by accounting code, include the accounting code, subaccount number, and the unit name.

**Note:** Allow 3-4 weeks for processing of prints and 6-8 weeks for processing of framed images. Shipping costs are included in the price of the print. Delivery time is 3-10 days for all other products. For expedited or international delivery, please call 301-504-6503 for price.

## Custom Orders

NAL's Special Collections houses rare books, manuscript collections, nursery and seed trade catalogs, photographs, and posters from the 1500s to the present. Many of these materials contain beautiful images that lend themselves to being reproduced and framed for the home or for gifts.

Digital copies, photocopies and fine art print reproductions of images are available for purchase from NAL. A sample of images available from Special Collections is shown in our Image Gallery at <http://www.nal.usda.gov/speccoll/imagegallery.shtml>

To place an order or make an appointment to visit Special Collections, please email Special Collections at [Special.Collections@ars.usda.gov](mailto:Special.Collections@ars.usda.gov) or by calling 301-504-5876.

*7 U.S.C. § 3125 a sets out the general authorities of NAL: the NAL Director may – 1) make copies of bibliographies prepared by the NAL; 2) make microforms and other reproductions of books and other library materials in the Department; 3) provide any other library and information products and services; and 4) sell those products and services at such prices (not less than the estimated total costs of disseminating the products and services) as the Secretary may determine appropriate.*