

PC(USA) DIGITIZATION REQUEST FORM

church records

CONTACT PERSON: _____

CHURCH NAME: _____

BILLING ADDRESS: _____

SHIPPING ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Send invoice: ☐ via MAIL to the billing address above ☐ via EMAIL to the email address above

Are you depositing records at PHS? ☐ yes ☐ no

My congregation would like to be considered for financial assistance and meets the criteria listed below. ☐ yes ☐ no

I hereby request digital reproductions of the church records listed on the reverse side of this form.

SIGNATURE: _____ DATE: _____

TERMS & CONDITIONS:

Types. This form is reserved for PC(USA) entities requesting scanning of their church records. Scanning is limited to bound volumes and loose pages up to 16" x 24" in size.

Estimates. To help congregations and mid councils accurately budget their digitization project, the society will provide an estimated page count. The society cannot guarantee the accuracy of estimates supplied by congregations.

Specifications. Records are scanned in full (24-bit RGB) color at 300 dpi resolution. Documents will be made text searchable whenever possible. Please note that OCR (Optical Character Recognition) software will not work with handwritten text, some older printed or decorative fonts, and certain languages.

Turn-around. Digital files are typically delivered 1 to 3 months after the order is received, depending on the size of the project. Please contact us for an estimate.

Pricing. PC(USA) congregations and mid councils receive a discounted rate of \$0.70 per image and are not required to pay a set-up fee. All orders under \$50 must be paid in full in advance. Orders \$50 and over require a deposit equal to 50% of the estimated cost. The remainder of the cost will be billed upon completion of the project. Your invoice will be sent after we receive your signed form.

Delivery. Each volume scanned will be delivered as an individual PDF file. Files are delivered electronically via a download link (free) or on a CD/DVD or USB drive for an additional charge of \$15 per storage media. Shipping fees are waived for PC(USA) entities.

Financial assistance. Congregations that are 50+ years old with 200 members or less may qualify for financial assistance to digitize their records. You must include your most recent budget to be considered. PHS staff review and select applications for funding on a rolling basis throughout the year.

PC(USA) DIGITIZATION REQUEST FORM

church records

Please read, complete, and sign other side.

CHURCH RECORDS INVENTORY:

LOCATION	TITLE/DESCRIPTION	IMAGE ESTIMATE

ESTIMATED COST:

This request form is not an invoice. A separate invoice for a deposit payment will be sent to you after you agree to the estimated cost listed below by signing and submitting this form. Please wait to make your payment until after you receive the invoice.

Estimated number of images: _____ @ \$0.70 per image

Estimated Total: _____

PLEASE SELECT DELIVERY METHOD:

- ☐ Electronic delivery via download link (free)
- ☐ CD/DVD (+\$15 each) # of copies _____
- ☐ USB (+\$15 each) # of copies _____

PLEASE SELECT A PAYMENT METHOD:

An invoice will be sent to the address or email you provided on the reverse page.

- ☐ Pay online with a credit card or debit card.
- ☐ I prefer to mail a check. Include a copy of your invoice and mail to:
Presbyterian Historical Society
425 Lombard Street
Philadelphia, PA 19147

Questions? Contact us: refdesk@history.pcusa.org | 215.627.1852

Presbyterian Historical Society | The National Archives of the PC(USA) | www.history.pcusa.org

rev. 5/2023