



Guide to Services for Archives of Manitoba

The Lab Works, located at 1847 Main Street, Winnipeg, MB (204-943-9430, www.thelabworks.com) can prepare and ship photographic reproductions of most archival records in the holdings of the Archives of Manitoba, including the Hudson’s Bay Company Archives.

- All reproductions are made to order and clients will be invoiced accordingly. Payment must be received by The Lab Works before the order is released.
- The Lab Works will contact clients directly to finalize the order and determine delivery details. Payment is made to The Lab Works directly. Payment may be made by cash, cheque, money order or credit card.
- The Archives of Manitoba cannot accept payment for orders.
- Digital files are 300 dpi (at size), contrast and colour corrected; saved in any file format supported by Photoshop. All prints are made on colour photographic paper.
- End use size and digital file size will vary depending on the dimensions and characteristics of the original record so file sizes listed above are approximate.
- Unless otherwise notified, The Lab Works will crop photographs to show only the image, and will print each image with a border.
- Due to variations in the size of original negatives and records, the actual image size may not fit standard sizes of photographic paper.
- Any original document(s) with one dimension longer than 24" will require special handling and be subject to additional charges.
- Print and finishing options other than those listed are available through The Lab Works.

Delivery Options

Delivery options are chosen when The Lab Works contacts client to finalize the order and arrange for payment.

The Archives of Manitoba is not involved with delivery and cannot provide updates on order status once the order has been submitted to The Lab Works.

Picked up at The Lab Works	No charge
Canadian Orders (up to 8x10)	\$8.50 postage + \$5.60 handling
U.S. /International	\$10.75 postage + \$5.60 handling
Oversize packages	Actual postage + \$5.60 handling
Local Courier	Actual Courier fee + \$5.60 handling
Digital scans via FTP website download	\$3.10
Digital scans on CD	\$7.00 for CD + postage/courier charges



Digital File & Print Price List for Archives of Manitoba

All orders, including prints, require the creation of a digital file.

- Whenever possible, digital files will be created from an existing film (i.e. negative or transparency) provided to The Lab Works by the Archives of Manitoba. Price is dependent on whether it is colour or greyscale.

Reproductions are prepared by The Lab Works. Payment is required by The Lab Works prior to delivery of finished services. Prices do not include applicable taxes (PST and GST).

- Normal Service is 6-10 working days. Rush service is an additional \$57.00/order and is subject to availability.
- Prices (Canadian \$) are in effect as of March 4, 2015 and are subject to change without notice.

Option	Output Option	Digital Image Size (File Size)	Print Size (optional)	Original Record or Film		Print Price
				Grayscale	Colour	
1	Digital File	3" x 5" (5 MB)	-	\$13.00	\$16.00	-
2	Digital File	6" x 9" (6-15 MB)	-	\$15.50	\$18.00	-
3	Digital File	8.5" x 11" (16-25 MB)	-	\$25.00	\$30.00	-
4	Digital File	12" x 18" (26-55 MB)	-	\$34.50	\$40.00	-
5	Digital File	17" x 22" (56-100 MB)	-	\$39.75	\$47.00	-
6	Digital File	Oversized original	-	-	-	Quoted
7	Digital File + Print	6" x 9" (6-15 MB)	5" x 7" Print	\$15.50	\$18.00	\$1.41
8	Digital File + Print	8.5" x 11" (16-25 MB)	8" x 10" Print	\$25.00	\$30.00	\$2.63
9	Digital File + Print	12" x 18" (26-55 MB)	8" x 12" Print	\$34.50	\$40.00	\$3.18
10	Digital File + Print	12" x 18" (26-55 MB)	11" x 14" Print	\$34.50	\$40.00	\$7.06
11	Digital File + Print	12" x 18" (26-55 MB)	12" x 18" Print	\$34.50	\$40.00	\$8.28
12	Digital File + Print	17" x 22" (56-100 MB)	16" x 20" Print	\$39.75	\$47.00	\$15.58
13	Digital File + Print	Oversized original	Special order	-	-	Quoted