

NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender  
Director of Book Conservation

Bill Veillette  
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury  
322 Concord Road  
Sudbury, MA 01776  
Attention: Rosemary Harvell, Town Clerk

Date: August 24, 2010 MPB  
Job #: 10.290B/I.16 of 22  
Contact: Rosemary Harvell, Town Clerk  
Telephone: 978/639-3359  
Email: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Object: record book  
Title/Bibliographic Information: Sudbury School Committee Records,  
1890 – 1923

No. of Volumes: 1  
No. of Pages: 360  
Dimensions: 340 x 215 x 28mm

CONDITION ON RECEIPT:

The half leather and cloth stationery case binding is very worn and abraded particularly at the corners, edges, endcaps and joints. The spine is missing. The cloth is stained and frayed; there are losses. The internal hinges are broken. The text block consists of ruled and numbered leaves with manuscript ink entries. Approximately ninety pages at the end of the textblock have no entries. Three newspaper clippings are adhered to the front flyleaf. There are several loose scraps in the volume. Leaves 205/206, 207/208 and 233/234 have been cut from the text block. The pages are dirty, discolored, and acidic. Some of the pages have a few small tears particularly at the edges.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.  
Reformat. (See separate estimate.)  
Collate and note position of scraps.  
Surface clean where necessary to remove loose dirt.  
Measure pH before and after treatment.  
Disbind. Retaining sewing.  
Treat as necessary to remove newspaper clippings from flyleaf.  
Alkalize pages by spraying with a suspension of magnesium oxide in particles in a perfluoro compound to protect paper from formation of acid in future.  
Mend tears and guard folds with Japanese paper and starch paste.  
Place news clippings in a polyester sleeve.  
Reinforce sewing.  
Bind in cloth in split-board structure.  
Title. (Unless otherwise changed, title will appear as on attached sheet.)  
Construct a CMI phase box to dimensions volume and sleeve. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,  
\$3,440.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.**

OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

Town of Sudbury  
Job #: 10.290B/I.16 of 22  
August 24, 2010  
Page 2

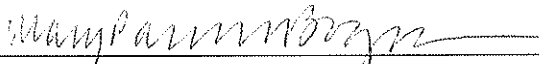
THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

P.O. required? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE

# \_\_\_\_\_

  
NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

08/24/2010

DATE

ml

# TITLE SHEET

Job No. 10.290 0/1 .16

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

## Vertical Title

## Horizontal Title

Client's  
revision  
for vertical  
and flat

Recommended  
title

Recommended  
title

The diagram shows two vertical rectangles. The left rectangle is labeled 'Client's revision for vertical and flat'. The right rectangle is labeled 'Recommended title'. Dashed lines connect the top and bottom of the recommended title rectangle to the corresponding positions on the client's revision rectangle, indicating where the title will be placed on the spine/box.

The diagram shows two horizontal rectangles. The top rectangle is labeled 'Recommended title' and contains the handwritten text:   
SUDBURY  
TOWN  
RECORDS  
SCHOOL  
COMMITTEE  
RECORDS  
1890-1923  
The bottom rectangle is labeled 'Client's revision' and is empty.

## Horizontal Title for Volume Shelved Flat

A large empty rectangular box for the horizontal title for volume shelved flat.

Client signature: \_\_\_\_\_

Bill Veillette  
Executive Director



# NORTHEAST DOCUMENT CONSERVATION CENTER

David Mathews  
Director of Imaging  
[dmathews@nedcc.org](mailto:dmathews@nedcc.org)

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • [www.nedcc.org](http://www.nedcc.org)

Client: Town of Sudbury  
322 Concord Road  
Sudbury, Ma 01776

Date: 08/25/10  
Job Number: 10.290B\_I.16

Phone: 978/639-3359

Fax:

E-Mail: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Attention: Rosemary Harvell  
Object(s): record book  
Title: Sudbury School Committee Records, 1890-1923  
Dimensions: 340 x 215 x 28mm  
No. of Pages: 360  
Condition: Digital estimate is based on the conservation treatment proposed by the book lab.  
Proposal: Imaging services will provide high resolution 300 ppi, 48 bit, RGB TIFF files and deliverable(s).  
Joint Client w/ Book

## Digital Services Estimate

### Digital Capture:

High Resolution Digital Capture:	<u>4.00</u>	Total image(s)	<u>360</u>	<u>\$1,440.00</u>
Based upon estimate of pages, actuals may vary				
* File Identification: <u>volume and page #</u>				<i>please specify</i>
* necessary in order to complete estimate				
Image File Delivery:	CD/DVD <input type="checkbox"/>	ExHD <input checked="" type="checkbox"/>		
Shipping:	Billed @ cost			
Total Estimate				<u>\$1,440.00</u>

It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.

ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage

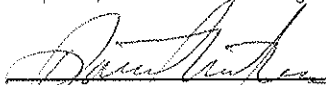
AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.

Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.

Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

  
NORTHEAST DOCUMENT CONSERVATION CENTER  
David Mathews

8/25/2010

DATE

Purchase order required? Yes \_\_\_\_\_ No \_\_\_\_\_ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender  
Director of Book Conservation

Bill Veillette  
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury  
322 Concord Road  
Sudbury, MA 01776  
Attention: Rosemary Harvell, Town Clerk

Date: August 24, 2010 MPB  
Job #: 10.290B/I.17 of 22  
Contact: Rosemary Harvell, Town Clerk  
Telephone: 978/639-3359  
Email: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Object: record book  
Title/Bibliographic Information: Selectmen's Book of Records for the  
Town of Sudbury, 1850 – 187

No. of Volumes: 1  
No. of Pages: 294  
Dimensions: 350 x 220 x 20mm

CONDITION ON RECEIPT:

The half leather and decorated paper stationery case binding is extremely worn and deteriorated. The paper and leather is detached in places; there is some loss. A portion of the spine is missing. The joints and internal hinges are broken. The text block consists of pages with manuscript ink entries. There are a few graphite and colored pencil notations. Seventeen documents are adhered to the front pastedown and flyleaf; the documents overlap. There are several documents adhered to pages in the textblock. The pages are dirty, discolored, and acidic. Some of the pages have a few small tears particularly at the edges. Some of the folios are broken, or partially broken, at the fold. A few pages are detached. Some of the numerous manuscript inks present vary in intensity.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.  
Reformat. (See separate estimate.)  
Collate, paginate and note position of documents.  
Surface clean where necessary to remove loose dirt.  
Test solubility of inks.  
Measure pH before and after treatment.  
Disbind. Retaining sewing and separate into sections.  
Wash pages in water and ethanol if possible to clean and reduce acidity of paper.  
Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.  
Size paper with ½% gelatin.  
Mend tears, guard folds and hinges in scraps with Japanese paper and starch paste.  
Reassemble text and press to flatten.  
Sew with linen thread.  
Bind in cloth using a split-board structure.  
Place documents from front of volume in a buffered file folder.  
Title. (Unless otherwise changed, title will appear as on attached sheet.)  
Construct a CMI phase box to dimensions volume and folder. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,  
\$5,125.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.**

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

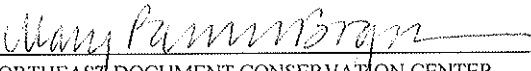
CONTINUED

Town of Sudbury  
Job #: 10.290B/I.17 of 22  
August 24, 2010  
Page 2

OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT  
P.O. required? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE  
# \_\_\_\_\_

  
NORTHEAST DOCUMENT CONSERVATION CENTER  
Mary Patrick Bogan

08/24/2010  
DATE  
ml

# TITLE SHEET

Job No. 10.299 B/1 .17

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

## Vertical Title

## Horizontal Title

Client's  
revision  
for vertical  
and flat

Recommended  
title

Recommended  
title

The diagram shows a large vertical rectangle representing the recommended title area. To its right is a smaller vertical rectangle representing the client's revision area. Dashed lines connect the top and bottom corners of the revision box to the corresponding corners of the recommended title box, indicating they are part of the same physical space on the spine or box.

The diagram shows a large horizontal rectangle representing the recommended title area. To its left is a smaller horizontal rectangle representing the client's revision area. Dashed lines connect the top and bottom corners of the revision box to the corresponding corners of the recommended title box, indicating they are part of the same physical space on the spine or box.

SUDBURY  
TOWN  
RECORDS  
~  
SELECTMEN'S  
RECORDS  
1850 - 1871

Client's  
revision

## Horizontal Title for Volume Shelved Flat

Client signature: \_\_\_\_\_

Bill Veillette  
Executive Director



David Mathews  
Director of Imaging  
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury  
322 Concord Road  
Sudbury, Ma 01776

Date: 08/25/10  
Job Number: 10.290B\_1.17

Phone: 978/639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harvell  
Object(s): record book  
Title: Selectmen's Book of Records for the Town of Sudbury, 1850-1871  
Dimensions: 350 x 220 x 20mm  
No. of Pages: 294  
Condition: Digital estimate is based on the conservation treatment proposed by the book lab.  
Proposal: Imaging services will provide high resolution 300 ppi, 48 bit, RGB TIFF files and deliverable(s).  
Joint Client w/ Book

Digital Services Estimate

Digital Capture:

High Resolution Digital Capture:	<u>4.00</u>	Total image(s)	<u>294</u>	<u>\$1,176.00</u>
Based upon estimate of pages, actuals may vary				
* File Identification:	<u>volume and page #</u>	<i>please specify</i>		
* necessary in order to complete estimate				
Image File Delivery:	CD/DVD <input type="checkbox"/>	ExHD <input checked="" type="checkbox"/>		
Shipping:	Billed @ cost			
Total Estimate				<u>\$1,176.00</u>

It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.

ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

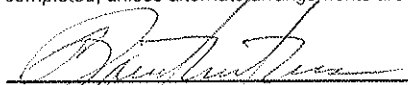
Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.

Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.

Estimate valid for 6 months.

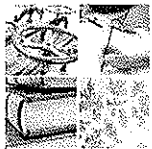
OWNER OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

  
NORTHEAST DOCUMENT CONSERVATION CENTER  
David Mathews

8/25/2010  
DATE

Purchase order required? Yes \_\_\_\_\_ No \_\_\_\_\_ # \_\_\_\_\_

Please sign white copy and return to NEDCC  
Cc: Registrar's Files



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender  
Director of Book Conservation

Bill Veillette  
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury  
322 Concord Road  
Sudbury, MA 01776  
Attention: Rosemary Harvell, Town Clerk

Date: August 24, 2010 MPB  
Job #: 10.290B/I.18 of 22  
Contact: Rosemary Harvell, Town Clerk  
Telephone: 978/639-3359  
Email: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Object: record book  
Title/Bibliographic Information: Overseers of the Poor, 1866 – 1893

No. of Volumes: 1  
No. of Pages: 260  
Dimensions: 336 x 210 x 25mm

CONDITION ON RECEIPT:

The record book has previously been conserved. No treatment is needed at this time.

RECOMMENDED TREATMENT:

Reformat. (See separate estimate.)

Measure pH.

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,  
\$250.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.**

OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

P.O. required? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE

# \_\_\_\_\_

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

08/24/2010

DATE

ml

# TITLE SHEET

Job No. 10.290B/1 .18

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

## Vertical Title

## Horizontal Title

Client's  
revision  
for vertical  
and flat

Recommended  
title

Recommended  
title

SUDBURY  
TOWN  
RECORDS

~  
OVERSEERS  
OF THE  
POOR  
1866-1893

Client's  
revision

## Horizontal Title for Volume Shelved Flat

Client signature: \_\_\_\_\_

Bill Veillette  
Executive Director



David Mathews  
Director of Imaging  
[dmathews@nedcc.org](mailto:dmathews@nedcc.org)

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • [www.nedcc.org](http://www.nedcc.org)

Client: Town of Sudbury  
322 Concord Road  
Sudbury, Ma 01776

Date: 08/25/10  
Job Number: 10.290B\_I.18

Phone: 978/639-3359

Fax:

E-Mail: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Attention: Rosemary Harvell  
Object(s): record book  
Title: Overseers of the Poor, 1866-1893  
Dimensions: 350 x 220 x 20mm  
No. of Pages: 260  
Condition:

Proposal: Imaging services will provide high resolution 300 ppi, 48 bit, RGB TIFF files and deliverable(s).  
Joint Client w/ Book

#### Digital Services Estimate

#### Digital Capture:

High Resolution Digital Capture:	<u>4.00</u>	Total image(s)	<u>260</u>	<u>\$1,040.00</u>
Based upon estimate of pages, actuals may vary				
* File Identification:	<u>volume and page #</u>	<i>please specify</i>		
* necessary in order to complete estimate				
Image File Delivery:	CD/DVD <input type="checkbox"/>	ExHD <input checked="" type="checkbox"/>		
Shipping:	Billed @ cost			
Total Estimate				<u>\$1,040.00</u>

It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.

ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.

Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.

Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

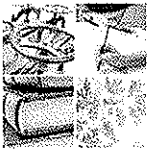
  
NORTHEAST DOCUMENT CONSERVATION CENTER  
David Mathews

8/25/2010  
DATE

Purchase order required? Yes \_\_\_\_\_ No \_\_\_\_\_ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender  
Director of Book Conservation

Bill Veillette  
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury  
322 Concord Road  
Sudbury, MA 01776  
Attention: Rosemary Harvell, Town Clerk

Date: August 24, 2010 MPB  
Job #: 10.290B/I.19 of 22  
Contact: Rosemary Harvell, Town Clerk  
Telephone: 978/639-3359  
Email: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Object: record book  
Title/Bibliographic Information: List of Soldiers in the Town of Sudbury,  
1840 – 1884

No. of Volumes: 1  
No. of Pages: 300  
Dimensions: 335 x 210 x 25mm

CONDITION ON RECEIPT:

The half leather and decorated paper stationery case binding is worn and abraded particularly at the corners and edges. A paper label is adhered to the spine. The text block consists of ruled pages with manuscript ink entries and graphite pencil notations. Approximately two-thirds of the text block is blank. The pages are dirty, discolored and acidic. A bookbinder's label is adhered to the front pastedown. Some of the numerous manuscript inks present vary in intensity.

RECOMMENDED TREATMENT I:

Provide written and photographic documentation of condition before and after treatment.  
Reformat. (See separate estimate.)  
Surface clean pages where necessary to remove loose dirt.  
Measure pH before and after treatment.  
Treat as necessary to remove paper label from spine. Some skinning may occur.  
Alkalize pages by spraying with a suspension of magnesium oxide in particles in a perfluoro compound to protect paper from formation of acid in future.  
Mend tears only where necessary with Japanese paper and wheat starch paste.  
Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT I not including options, insurance, delivery or other,  
\$1,470.

RECOMMENDED TREATMENT II:

Provide written and photographic documentation of condition before and after treatment.  
Reformat. (See separate estimate.)  
Surface clean pages where necessary to remove loose dirt.  
Measure pH before and after treatment.  
Disbind. Retaining sewing.  
Alkalize pages by spraying with a suspension of magnesium oxide in particles in a perfluoro compound to protect paper from formation of acid in future.  
Mend tears and guard folds with Japanese paper and starch paste.  
Reinforce sewing.  
Bind in cloth using a split-board structure.  
Title. (Unless otherwise changed, title will appear as on attached sheet.)  
Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

CONTINUED

ESTIMATED COST OF RECOMMENDED TREATMENT II not including options, insurance, delivery or other,  
\$2,685.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.** OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	08/24/2010
P.O. required? YES _____ NO _____	# _____	Mary Patrick Bogan	DATE ml

# TITLE SHEET

Job No. 10.2708/1 .17

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

## Vertical Title

## Horizontal Title

Client's  
revision  
for vertical  
and flat

Recommended  
title

Recommended  
title

The diagram shows two vertical rectangles. The left rectangle is labeled 'Client's revision for vertical and flat'. The right rectangle is labeled 'Recommended title'. Dashed lines connect the top and bottom of the recommended title rectangle to the top and bottom of the client's revision rectangle, indicating they are the same area.

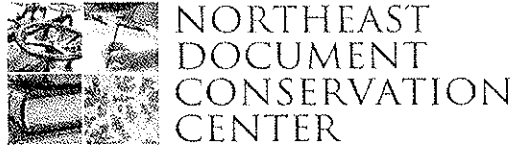
The diagram shows two horizontal rectangles. The top rectangle is labeled 'Recommended title' and contains the text: 'SUDBURY TOWN RECORDS ~ LIST OF SOLDIERS 1840-1854'. The bottom rectangle is labeled 'Client's revision'.

## Horizontal Title for Volume Shelved Flat

A single horizontal rectangle representing the title area for a volume shelved flat.

Client signature: \_\_\_\_\_

Bill Veillette  
Executive Director



David Mathews  
Director of Imaging  
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury  
322 Concord Road  
Sudbury, Ma 01776

Date: 08/25/10  
Job Number: 10.290B\_1.19

Phone: 978/639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harvell  
Object(s): record book  
Title: List of Soldiers in the Town of Sudbury. 1840-1884  
Dimensions: 335 x 210 x 25mm  
No. of Pages: 300  
Condition: Digital estimate is based on the conservation treatment proposed by the book lab.  
Proposal: Imaging services will provide high resolution 300 ppi, 48 bit, RGB TIFF files and deliverable(s).  
Joint Client w/ Book

Digital Services Estimate

Digital Capture:

High Resolution Digital Capture:	4.00	Total image(s)	300	\$1,200.00
Based upon estimate of pages, actuals may vary				
* File Identification:	volume and page #	please specify		
* necessary in order to complete estimate				
Image File Delivery:	CD/DVD <input type="checkbox"/>	ExHD <input checked="" type="checkbox"/>		
Shipping:	Billed @ cost			
Total Estimate				\$1,200.00

It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.

ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage

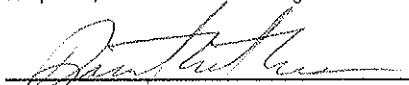
AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.

Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.

Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

  
NORTHEAST DOCUMENT CONSERVATION CENTER  
David Mathews

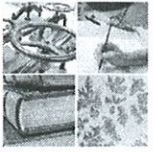
8/25/2010

DATE

Purchase order required? Yes \_\_\_\_\_ No \_\_\_\_\_ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender  
Director of Book Conservation

Bill Veillette  
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury  
322 Concord Road  
Sudbury, MA 01776  
Attention: Rosemary Harvell, Town Clerk

Date: August 24, 2010 MPB  
Job #: 10.290B/I.20 of 22  
Contact: Rosemary Harvell, Town Clerk  
Telephone: 978/639-3359  
Email: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Object: record book  
Title/Bibliographic Information: Town Records, 1858 – 1903

No. of Volumes: 1  
No. of Pages: 290  
Dimensions: 335 x 203 x 23mm

CONDITION ON RECEIPT:

The half diced leather and decorated paper stationery case binding is very worn and abraded particularly at the corners, edges, and endcaps. The internal hinges are broken. The text block consists of ruled leaves with manuscript ink entries and graphite pencil notations. Approximately one hundred and fifty pages are blank. The pages are dirty, discolored and acidic. Some of the pages have creased corners. Several folios are broken at the fold. There is an ink inscription on the front pastedown.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Surface clean where necessary to remove loose dirt.

Measure pH before and after treatment.

Disbind. Retaining sewing.

Alkalize pages by spraying with a suspension of magnesium oxide in particles in a perfluoro compound to protect paper from formation of acid in future.

Mend tears and guard folds with Japanese paper and starch paste.

Reinforce sewing.

Bind in cloth using a split-board structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,  
\$2,790.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.**

OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

P.O. required? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE

# \_\_\_\_\_

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

08/24/2010

DATE

ml

# TITLE SHEET

Job No. 10.290 E/1 . 20

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

## Vertical Title

Client's  
revision  
for vertical  
and flat

Recommended  
title

## Horizontal Title

Recommended  
title

Client's  
revision

## Horizontal Title for Volume Shelved Flat

Client signature: \_\_\_\_\_

Bill Veillette  
Executive Director



David Mathews  
Director of Imaging  
[dmathews@nedcc.org](mailto:dmathews@nedcc.org)

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • [www.nedcc.org](http://www.nedcc.org)

Client: Town of Sudbury  
322 Concord Road  
Sudbury, Ma 01776

Date: 08/25/10  
Job Number: 10.290B\_1.20

Phone: 978/639-3359

Fax:

E-Mail: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Attention: Rosemary Harvell  
Object(s): record book  
Title: Town Records, 1858-1903  
Dimensions: 335 x 203 x 23mm  
No. of Pages: 290

Condition: Digital estimate is based on the conservation treatment proposed by the book lab.

Proposal: Imaging services will provide high resolution 300 ppi, 48 bit, RGB TIFF files and deliverable(s).

Joint Client w/ Book

#### Digital Services Estimate

#### Digital Capture:

High Resolution Digital Capture:	<u>4.00</u>	Total image(s)	<u>290</u>	<u>\$1,160.00</u>
Based upon estimate of pages, actuals may vary				

\* File Identification: volume and page #  
\* necessary in order to complete estimate

*please specify*

Image File Delivery: CD/DVD ☐ ExHD ☒

Shipping:

Billed @ cost

Total Estimate \$1,160.00

It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.

ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage

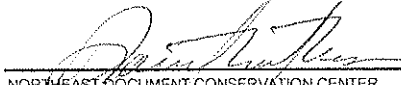
AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.

Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.

Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

  
NORTHEAST DOCUMENT CONSERVATION CENTER  
David Mathews

8/25/2010

DATE

Purchase order required? Yes \_\_\_\_\_ No \_\_\_\_\_ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender  
Director of Book Conservation

Bill Veillette  
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury  
322 Concord Road  
Sudbury, MA 01776  
Attention: Rosemary Harvell, Town Clerk

Date: August 24, 2010 MPB  
Job #: 10.290B/I.21 of 22  
Contact: Rosemary Harvell, Town Clerk  
Telephone: 978/639-3359  
Email: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Object: printed pamphlet

No. of Volumes: 1

Title/Bibliographic Information: Report of the Committee of Seven  
~ Codification of the Town Bylaws, 1892

Dimensions: 229 x 155 x 1mm

CONDITION ON RECEIPT:

The pamphlet has previously been conserved. No treatment is needed at this time.

RECOMMENDED TREATMENT:

Reformat. (See separate estimate.)

Measure pH.

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,  
\$250.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.**

OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

P.O. required? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE

# \_\_\_\_\_

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

08/24/2010

DATE

ml

# TITLE SHEET

Job No. 10.290 E/1, 21

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

## Vertical Title

## Horizontal Title

Client's  
revision  
for vertical  
and flat

Recommended  
title

Recommended  
title

Diagram illustrating the vertical title layout. It shows a large box for the client's revision and a smaller box for the recommended title. The recommended title is written vertically: SUBURBY TOWN RECORDS REPORT OF THE COMMITTEE OF SEVEN CODIFICATION OF THE TOWN BYLAWS - 1892.

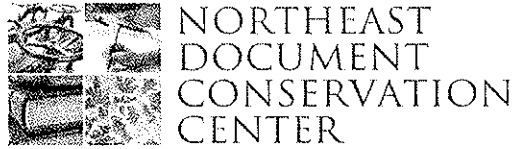
Diagram illustrating the horizontal title layout. It shows a large box for the client's revision and a smaller box for the recommended title. The recommended title is empty.

## Horizontal Title for Volume Shelved Flat

Diagram illustrating the horizontal title for a volume shelved flat. It shows a large empty box for the title.

Client signature: \_\_\_\_\_

Bill Veillette  
Executive Director



David Mathews  
Director of Imaging  
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury  
322 Concord Road  
Sudbury, Ma 01776

Date: 08/25/10  
Job Number: 10.290B\_I.21

Phone: 978/639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harvell  
Object(s): printed pamphlet  
Title: Report of the Committee of Seven - Codification of the Town Bylaws, 1892  
Dimensions: 229 x 155 x 1mm  
No. of Pages: 6  
Condition:  
Proposal: Imaging services will provide high resolution 300 ppi, 48 bit, RGB TIFF files and deliverable(s). Image 2 up  
Joint Client w/: Book

#### Digital Services Estimate

#### Digital Capture:

High Resolution Digital Capture:	4.00	Total image(s)	6	\$24.00
Based upon estimate of pages, actuals may vary				
* File Identification:	volume and page #	please specify		
* necessary in order to complete estimate				
Image File Delivery:	CD/DVD <input type="checkbox"/>	ExHD <input checked="" type="checkbox"/>		
Shipping:				
Billed @ cost				
Total Estimate				\$24.00

It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.

ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.

Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.

Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
NORTHEAST DOCUMENT CONSERVATION CENTER  
David Mathews

8/25/2010  
DATE

Purchase order required? Yes \_\_\_\_\_ No \_\_\_\_\_ # \_\_\_\_\_

Please sign white copy and return to NEDCC

Cc: Registrar's Files



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender  
Director of Book Conservation

Bill Veillette  
Executive Director

RECEIVED FROM (Owner or Authorized Agent):  
Town of Sudbury  
322 Concord Road  
Sudbury, MA 01776  
Attention: Rosemary Harvell, Town Clerk

Date: August 24, 2010 MPB  
Job #: 10.290B/1.22 of 22  
Contact: Rosemary Harvell, Town Clerk  
Telephone: 978/639-3359  
Email: [harvellr@sudbury.ma.us](mailto:harvellr@sudbury.ma.us)

Object: record book  
Title/Bibliographic Information: Papers from Peter Noyes, 1711 – 1770.

No. of Volumes: 1  
No. of Pages: 324  
Dimensions: 165 x 107 x 30mm

CONDITION ON RECEIPT:

The quarter leather and paper binding is very worn and abraded. The leather is powdery and delaminated. The joints and internal hinges are broken. The text block consists of leaves with manuscript ink entries and some graphite pencil notations. The textblock is comprised of a variety of papers. Sizes vary as well. Many pages are detached. Some pages have portions cut out. Some pages are tipped to stubs or other leaves. The pages are very dirty, discolored and acidic. Several pages are badly stained along the upper edge. The pages have small tears particularly at the edges. Some pages are brittle. Some of the numerous manuscript inks present are acidic and vary in intensity. There are graphite notations on the front pastedown.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.  
Collate, paginate and note position of scraps.  
Surface clean pages where possible to remove loose dirt.  
Test solubility of inks.  
Measure pH before and after treatment.  
Disbind. Remove sewing and separate sections.  
Treat as necessary to remove original pastedown and attach to text block.  
Wash pages in water and ethanol to clean and reduce acidity of paper.  
Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.  
Size paper with ½% gelatin.  
Mend tears, guard folds and reattach scraps with Japanese paper and wheat starch paste.  
Reassemble text and press to flatten.  
Sew with linen thread.  
Bind in toned airplane linen using a case structure.  
Title. (Unless otherwise changed, title will appear as on attached sheet.)  
Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,  
\$6,350.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.**  
OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

CONTINUED

Town of Sudbury  
Job #: 10.290B/1.22 of 22  
August 24, 2010  
Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

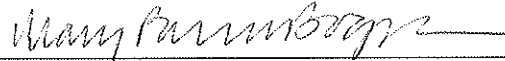
THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

P.O. required? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE

# \_\_\_\_\_



NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

08/24/2010

DATE

ml

# TITLE SHEET

Job No. 10,290 E/1 . 22

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

## Vertical Title

Client's  
revision  
for vertical  
and flat

Recommended  
title

## Horizontal Title

Recommended  
title

Client's  
revision

## Horizontal Title for Volume Shelved Flat

Client signature: \_\_\_\_\_