



# Photograph Order Form

Purchase Order # \_\_\_\_\_  
 Name (*print*): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Firm/Organization: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Subject of Research: \_\_\_\_\_ Date: \_\_\_\_\_

## **DUPLICATION FEES**

### **Digital Print**

*Does not include use fee*

<u>Size</u>	<u>Price</u>	<u>Number</u>	<u>Cost</u>
4"x6"	\$10	_____	_____
5"x7"	\$15	_____	_____
8"x10"	\$25	_____	_____
8.5"x14"	\$35	_____	_____

### **Digital Scan**

*Does not include use fee*

JPEG or TIF/300 dpi	\$15	_____	_____
Panoramic photo, high resolution JPEG or TIFF/300 dpi	\$75	_____	_____

## **USE FEES (One-Time Use only)**

*This fee is in addition to duplication fee*

Personal Use of Image – Not for publication or public display	\$0		
Use in publication – per image			
Education/Non-profit	\$15	_____	_____
Sole proprietor business	\$20	_____	_____
Commercial	\$25	_____	_____
Public display – per image			
Educational/Non-profit	\$15	_____	_____
Sole proprietor business	\$30	_____	_____
Commercial	\$50	_____	_____
Web/film, or video use – per image			
Educational/Non-profit	\$20	_____	_____
Sole proprietor business	\$35	_____	_____
Commercial	\$50	_____	_____

Photocopies \$0.25 \_\_\_\_\_

Archivist \_\_\_\_\_

Subtotal \$ \_\_\_\_\_  
 8.25% TX/City Sales Tax \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

**Item Identification**

Collection Title:  
Accession #:  
Description :

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Customer Signature: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
Amount Received: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Processing time varies up to 2 weeks. You will be called when the order is ready.

**TERMS:**

Purchase orders or payments are to be made in full before initiation.

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Items Delivered: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Patron's Initials: \_\_\_\_\_