Photograph Order Form

Purchase Order #
Name (print): ____________________________
Firm/Organization: _______________________

Billing Address: __________________________
City/State/Zip: __________________________

Subject of Research: ______________________
Date: ______________________

DUPLICATION FEES
Digital Print
Does not include use fee

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
<th>Number</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4&quot;x6&quot;</td>
<td>$10</td>
<td>______</td>
<td>_____</td>
</tr>
<tr>
<td>5&quot;x7&quot;</td>
<td>$15</td>
<td>______</td>
<td>_____</td>
</tr>
<tr>
<td>8&quot;x10&quot;</td>
<td>$25</td>
<td>______</td>
<td>_____</td>
</tr>
<tr>
<td>8.5&quot;x14&quot;</td>
<td>$35</td>
<td>______</td>
<td>_____</td>
</tr>
</tbody>
</table>

Digital Scan
Does not include use fee

<table>
<thead>
<tr>
<th>Format</th>
<th>Price</th>
<th>Number</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPEG or TIF/300 dpi</td>
<td>$15</td>
<td>______</td>
<td>_____</td>
</tr>
<tr>
<td>Panoramic photo, high resolution JPEG or TIFF/300 dpi</td>
<td>$75</td>
<td>______</td>
<td>_____</td>
</tr>
</tbody>
</table>

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Personal Use of Image – Not for publication or public display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 ______ _____

Subtotal $____.____
8.25% TX/City Sales Tax $____.____
Total $____.____
Item Identification

Collection Title:
Accession #:
Description:

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: ________________