



Reproduction Order Form

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DUPLICATION FEES

Digital Scan

Does not include use fee

	<u>Item #</u>	<u>Price</u>	<u>Number</u>	<u>Cost</u>
JPEG or TIF/300 dpi	1772	\$15	_____	_____
FRIENDS of the Museum		\$10	_____	_____
Students (with ID) (up to 10, then regular fees apply)		\$5	_____	_____
Panoramic photo or map, high resolution JPEG or TIFF/300 dpi	1119	\$75	_____	_____
PDF Document				
First page	1966	\$15	_____	_____
Each additional page	1967	\$1	_____	_____

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Personal Use of Image – Not for publication or public display		\$0		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	1773	\$15	_____	_____
Sole proprietor business	1774	\$20	_____	_____
Commercial	1775	\$25	_____	_____
Public display – per image				
Educational/Non-profit	1776	\$15	_____	_____
Sole proprietor business	1777	\$30	_____	_____
Commercial	1778	\$50	_____	_____
Web/film, or video use – per image				
Educational/Non-profit	1779	\$20	_____	_____
Sole proprietor business	1780	\$35	_____	_____
Commercial	1781	\$50	_____	_____

Photocopies 1120 \$0.25 _____
Research fee (when staff perform research duties, up to 2 hours) \$25/hr. _____

Archivist _____ Subtotal \$ _____
Prices are subject to change. 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 contacted when the order is ready.

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Items Delivered: _____ Date Rec'd: _____ Patron's Initials: _____

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