



Photograph Reproduction Order Form

Sharlot Hall Museum Research Center

415 W. Gurley

Prescott, Arizona 86301

Phone(928) 445-3122—Fax (928) 776-9053

www.sharlot.org/archives

Reproduction Fee Schedule

Traditional Black and White Darkroom Prints*

5 x 7 **\$15**

8 x 10 **\$15**

11 x 14 **\$25**

16 x 20 **\$40**

**Sepia tone is available for an additional \$15*

**Negative development charge—additional \$15*

Digital Prints

8 x 10 **\$15**

11 x 17 **\$25**

Digital Images on CD (Publication or Educational Use Only)

\$15 for 1st image

\$5 per image thereafter

Scanning Fees*

\$15 per 300 dpi scan (if image has not been previously scanned)

\$30 per 600 dpi scan

\$50 per 800+ dpi scan

**If image is larger than 11x17, an additional \$5 per sq. ft. will be assessed*

**If image format requested is other than .tiff, a \$5 fee will be assessed*

Digital Images by Email (Publication or Educational Use Only)

\$5 per image

Audio Recordings

\$6 per cassette tape

\$15 per CD (*Digital Transfer fee of \$20 per running hour will apply*)

Shipping & Handling Fee



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Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

E-Mail: _____

Read the Terms and Conditions on next page—Sign & Date

I will pick up order when ready

	Call #	Description of Image	Format/ Type	Size	Cost	Staff Notes
1						
2						
3						
4						
5						
				Scanning/ Digitization Fees		
				Shipping & Handling Fees		
				Total		



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Terms and Conditions

I understand the following:

- If I wish to publish, display, or reproduce in any form (e.g., books, magazines, internet publishing, scan, photocopy, photograph, etc) the items requested, I must first obtain written permission from the Sharlot Hall Museum Research Center. *Please call 928-445-3122 x. 14 or x. 15 for more information.*
- Photographs may not be exactly the size requested, but will be reproduced as closely to the requested size depending on the ratio of dimensions of the original image
- Photo orders may take 4-6 weeks to complete
- Rush orders will cost double
- *Prepayment of reproduction fees is required before orders are processed.*
- I understand that the Sharlot Hall Museum Research Center reserves the right to refuse reproduction of its pictorial images and to impose such conditions as it may deem advisable in its sole and absolute discretion in its best interests
- Electronic files of images, text, sound recordings, or moving images remain the property of Sharlot Hall Museum. They may not be copied, modified, re-sold, or deposited with another institution.

Signature

Date

Staff Notes: