# Image Order Form

For high resolution digital scans or photographic prints

Name: ____________________________________________________________

Company or Organization (if applicable): ____________________________________________________________

Address: ____________________________________________________________

City: __________________ State: _______ Zip Code: __________________

Phone: (________) __________ Email: __________________________________________

Tax Exempt number (if applicable): __________________________________________

MNHS Member number (Members receive 10% discount): __________________________

### Item(s) to be reproduced from:

(check one) (Please use one form per Collection/Record Title)

- [ ] Manuscript or State Archives  
- [ ] Map or Poster (oversize $30)
- [ ] Book  
- [ ] Photo Album  
- [ ] Single photo print (*please order online if photo is in Collections Online database with a Buy Button*)

**Collection / Record title:** ____________________________________________________________

**Box Location Number / Call number:** ______________________________________________________

**Document title:** ____________________________________________________________

**Number of items to be reproduced:** _________

**Item Description(s):** *In addition to flagging the requested pages*

(e.g. “photo of train in Advertising folder” or “photo on page 45”)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law or would damage collection items.

See reverse for prices, delivery options, and payment method.
# Image Prices and Delivery Options

*Images are reproduced in their original color unless otherwise noted.*

## Digital Scan (Prices are per scanned image.)

<table>
<thead>
<tr>
<th>Select File Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 pixels (web display, reports, PowerPoint)</td>
<td>$7.00</td>
</tr>
<tr>
<td>3000 pixel (desktop publishing, prints for framing)</td>
<td>$20.00</td>
</tr>
<tr>
<td>6000 pixel (high-end publishing, quality enlargements)</td>
<td>$30.00</td>
</tr>
<tr>
<td>12000 pixel (very large displays, murals)</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Scans are delivered via [Email](mailto:email@example.com)

RUSH? (add 100%)_______

**Subtotal**

## Photographic Print (Prices are per image.)

*Prints are glossy and have a white border on each side*

<table>
<thead>
<tr>
<th>Select Print Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5” x 11”</td>
<td>$15.00</td>
</tr>
<tr>
<td>13” x 19”</td>
<td>$20.00</td>
</tr>
<tr>
<td>16” x 21”</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

RUSH? (add 100%)_______

**Subtotal**

### Payment Options:

(Please print neatly)

_____Check   _____Credit card

Card number: ___________________________ Exp. Date ________ CVV _____ Billing Zip Code_______

Signature of cardholder:

By placing this order, the above-signed authorizes the MNHS Library staff to charge the above credit card a total amount.

### How are you using this item?

- [ ] Personal Use: I agree to abide by the standard MNHS Conditions of Use.
- [ ] Public Use: Image Use/Permission Request form **MUST be submitted and approved before any public use.**

Customer signature ___________________________ Date __________

### Staff Use Only

Permission for reproduction is: _______ Granted   _______ Denied

Notes:

MNHS Staff Signature: ___________________________ Date __________

Jan 2019