Image Reproduction Order Form

Name (please print) ___________________________________________ Phone ____________________________

E-mail _______________________________________________________

Mailing Address ___________________________________________________________________________________

City, State and Zip Code _____________________________________________________________________________

Affiliation:  [ ] UM student  [ ] UM faculty/staff  [ ] student other  [ ] faculty/staff other  [ ] public  [ ] business

Check one:
[ ] This image(s) is for personal use, study, or classroom use only. I understand that images are not to be reproduced and are not for distribution or publication.
[ ] This image(s) is for publication, commercial display, or other non-personal use. I understand I must submit a Request for Permission to Use / Publish Form.

In submitting this request I signify my understanding that:

• Copyright of the United States (Title 17, U. S. Code) governs the making of photocopies, photographs, or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement.

• Copies are provided for the researcher’s personal use only and are not to be transferred to another individual or institution without the permission of Archives & Special Collections. Provision of the copies does not constitute permission to publish.

• I may use a digital camera to reproduce a limited amount of materials, including images. I agree to not remove or release material from an item’s fastening system, force open volumes or files, or do anything else that may damage the materials.

• All images MUST be credited to Archives & Special Collections, as follows: [number of photo (if known)], [name of collection or photographer (if known)], Archives & Special Collections, Mansfield Library, The University of Montana-Missoula.

• The use and reproduction of material from our collections is dependent upon its physical condition.

• All photo sales are final.

I have read and will abide by the terms outlined above.

Signature of Requestor: ___________________________________________ Date: ________________
## Customer Order

<table>
<thead>
<tr>
<th>Photo / Image number</th>
<th>Scan Resolution or Size of Print <em>(Scans will be placed on CD unless otherwise requested)</em></th>
<th>Item Cost</th>
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*Note: Please use the Additional Photo Page for orders of more than six images*

**Deadline Date: __________________________** *(Orders are generally ready in 10-15 working days.)* **Rush fees apply for orders needed five working days or less.**

**Prices for services**

- **Scan**: $6
- **Large Format Scan** *(larger than 11 X 17)*: $12

**Digital Prints**

- 4 x 5: $8
- 5 x 7: $10
- 8 x 10: $12
- 11 x 14: $18
- 16 x 20: $25

Oversized prints available: Cost dependent on size

- Sepia tone (per print): $6

Rush fee *(needed in less than 5 working days)*: 50% of order total

Super rush *(needed in less than 48 hours)*: 100% of order total

**Total Due**

Duplication Costs: __________________________

Use fees *(See Permission to Use Form)*: __________________________

Rush or super rush fee:

(If deadline is less than 5 working days)

Total Cost: __________________________

Paid on *(date)*: __________________________ Method: _______

**Mailing Instructions**

- [ ] Mail to mailing address above
- [ ] I will pick up at Archives & Special Collections

**Billing Instructions** - Any total under $10.00 requires payment by cash or check.

- [ ] Bill to mailing address
- [ ] Bill to UM campus office - Index code: __________
- [ ] Charge to credit card - Visa/MasterCard # ________________________ exp. ______