Image Order and Permissions Form

Research Center
Utah State Historical Society
300 Rio Grande St.
Salt Lake City, UT 84101-1182
Ph: (801) 533-3535 FAX: (801) 533-3504

Order #09 -- _____
Taken by: _____

Name			Date
Organization			
Address			
City	State	Zip	E-mail
Phone: Work	Home		FAX

Classification or Collection #	Photo Number	Description	Digital Resolution	Print Size or Digital Format	Print Paper Type		Print Finish		Duplication Cost	Use Charge
					RC	Fiber	Glossy	Matte		
						Sepia				
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If more lines are needed, please continue on Supplementary Order Form(s)

SUBTOTAL		
SUBTOTAL from Supplementary Order Form(s)		
RUSH ☐ 2-DAY ☐ 5-DAY		

SHIPPING

☐ Federal Express: Account # _____ ☐ Will Call ☐ Mail		
TOTAL		

METHOD OF PAYMENT (Please do not send cash. Checks and money orders must be in U.S. funds only)

☐ Credit Card	☐ IAT (State Government Agencies) Please fill in FINET CODES below	☐ Cash/Check (50% Deposit Required)		

FUND	AGENCY	ORG	APPROP	EXP/REV	REPT CAT

BALANCE DUE		

Office Use Only		
Cash PIF		
Invoiced		
CC		

PLEASE READ AND COMPLETE PERMISSION FORM

Supplementary Order Form

Name

Order #09-- _____

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SUBTOTAL		

Image Use Permission Form

UTAH STATE HISTORICAL SOCIETY

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- I agree to abide by the policy stated above.

_____ _____

Signature *Date*

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_____ _____

Utah State Historical Society *Date*