Image Reproduction Price List (Effective November 2003)

Photograph Archives
Utah State Historical Society

PHOTOGRAPHIC PRINTS ***Please allow approximately two weeks for completion.***

Print Size	RC Paper (glossy or matte)	Fiber Base Paper (glossy or matte)
4 x 5	$ 5.00	$ 8.00
5 x 7	$ 10.00	$ 14.00
8 x 10	$ 15.00	$ 20.00
11 x 14	$ 20.00	$ 30.00
16 x 20	$ 30.00	$ 45.00
20 x 24	$ 50.00	$ 60.00

SEPIA TONING (Fiber Base Prints Only)

8 x 10 or smaller	$ 1.00 per print
11 x 14 or larger	$ 4.00 per print

LASER / COLOR PHOTOCOPIES

8 ½ x 11	$ 3.00
11 x 17	$ 4.50

SLIDES (35mm transparencies)	$ 5.00

SCANNED IMAGES (TIF file on CD)	$ 7.00

PHOTOS TAKEN W/ OWN CAMERA (By special permission)	$ .50

MAILING

Standard	$ 4.00
Special Orders	Based on individual order

RUSH ORDERS

Prints / Slides (4 slides minimum)	5 Working Day Rush 2 Working Day Rush	$ 2.00 per print / slide 75% of cost of print/slide
Laser Copies / Scanned Images	2 Working Day Rush	$ 1.00 per copy / scan

SPECIAL REQUEST SERVICES

Negative Rental (For oversize prints)	$ 15.00
4 x 5 Transparency	cost plus $ 10.00
VHS copy of film	$ 20.00 per film
Mailing for VHS cassettes	$ 4.00 per cassette
ZIP Disk	$ 10.00

Photograph Order and Permissions Form

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

Order #03 _____
Taken by: _____

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

Classification or CollectionNo	Photo Number	Description	Print Size or Format	Paper Type		Finish		Duplication Cost	Use Charge
				RC	Fiber	Glossy	Matte		
				○	○ Sepia ☐	○	○		
				○	○ Sepia ☐	○	○		
				○	○ Sepia ☐	○	○		
				○	○ Sepia ☐	○	○		
				○	○ Sepia ☐	○	○		
				○	○ Sepia ☐	○	○		
				○	○ Sepia ☐	○	○		
				○	○ Sepia ☐	○	○		

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 / ○ Airborne 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

CREDIT CARD INFORMATION

○ VISA ○ MC Card Number: Exp. Date:

Name on Card: Ordered: ○ in Person ○ by Mail/FAX ○ by Phone

Signature

Office Use Only		
Cash PIF		
Invoiced		
CC		

PLEASE READ AND COMPLETE PERMISSION FORM

Supplementary Photograph Order Form

Name

Order #03 _____

Classification or Collection No.	Photo Number	Description	Print Size or Format	Paper Type		Finish		Duplication Cost	Use Charge
				RC	Fiber	Glossy	Matte		
					Sepia				
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					Sepia				
						SUBTOTAL			

Photograph Use Permission Form
UTAH STATE HISTORICAL SOCIETY

Photograph Use Policy

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◯ Commercial Use ◯ Non- Commercial Use ◯ Private Research / Personal Use	
Please Describe:	

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- I agree to abide by the policy stated above.

_____ _____

Signature *Date*

Subject to payment of applicable charges and compliance with all conditions stated above, permission for the above named use is herewith granted.

_____ _____

Utah State Historical Society *Date*