Special Collections Reproduction Order Form

Name: ____________________________________________________________

Organization/Business: _____________________________________________

Telephone: ______________________ Fax: ____________________________

E-mail: __________________________________________________________

Address: _________________________________________________________

City: __________________________ State/Province: ________ Zip: ___________

☐ Please check here if organization/business name should be included in the mailing address.

Please indicate how images will be used ________________________________

__________________________________________

Choose format: 
☐ 300 dpi JPEG
☐ Other __________

For images over 300 dpi, an extra $15.00 per image rescanning fee will apply.

Choose shipping method: 
☐ E-mail
☐ CD-ROM (mail)
☐ CD-ROM (pick-up)

Fees

Nonprofit/personal use $15.00 per image
Commercial use $50.00 per image
Rescanning fee (for images over 300 dpi) $15.00 per image
CD-ROM $5.00

Credit Card Orders

☐ Visa  ☐ MasterCard

Cardholder name: __________________________________________________________________

Card number: _____________________________________________________________________

Expiration date: ________________ Security code (required): ___________

Cardholder signature: __________________________________________________________________
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description and/or Resource ID</th>
<th>Unit Price</th>
<th>Total</th>
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Subtotal

Shipping

Grand Total

- *Please allow 1-2 weeks for orders to be processed.*
- *Maximum ten (10) digital scans per request.*
- *Pre-payment is required to process all orders; cash, checks, money orders or credit cards only. U.S. funds only.*
- *Please make checks or money orders payable to the Detroit Public Library.*

**For staff use only**

Order received by: ____________________ Date: ____________________

Check/Money Order number: ____________________

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I agree to use the appropriate credit line in publication of the image(s).

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- Courtesy of the Ernie Harwell Sports Collection, Detroit Public Library
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Please send all orders to:

Digital Lab - Special Collections
Detroit Public Library
5201 Woodward Ave.
Detroit, MI 48202

I understand and accept the terms of this agreement.

____________________________________
Signature

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Date

For staff use only

Permission is granted for one time use of the item(s), upon receipt of the fee.

Special Collections staff: ___________________________ Date: ___________________________