

PHOTOGRAPHIC ORDER FORM

Name:

Phone No.:

Email:

Address:

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1. All photographic orders must be pre-paid. Prints and scans will be watermarked.
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5. Negatives or any other form of reproduction may not be made of any City of Edmonton Archives photographs without permission.
6. Orders take approximately **10-12 working days** to complete. Large orders will take longer.
7. Orders must be picked up within 90 days of notification that the order is complete. After 90 days unclaimed photos will be available for resale. Once the order is picked up, 30-day refund or exchange only.

USE OF PHOTOGRAPHIC REPRODUCTIONS:

8. Please indicate (circle) how you will use the image reproduction:

Private research or study
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Public Display (no admission fee)
Print publication (scan only w credit form)
Website

Public Display (w admission fee)
Commercial Use - please explain

ARCHIVES USE ONLY

Qty	Photo No.	Size	Description	Routing	Ready

I have read and I agree to comply with the above conditions of sales of photographic reproductions.

Signature

Date

Personal information on this form is collected in accordance with

Alberta's Freedom of Information and Protection of Privacy Act and will be only used to respond to your request



CITY OF EDMONTON ARCHIVES

10440 - 108 Avenue, Edmonton,

Alberta T5H 3Z9

Ph. (780) 496 8711 Fax (780) 496 8732

REPRODUCTIONS - SIZES**

5 x 7
8 x 10
11 x 14
16 x 20
20 x 24
Panorama - *prints only*
Scan to CD
Poster – 16 x 20

PHOTOGRAPH CHARGES*

\$15.00
\$20.00
\$30.00
\$45.00
\$60.00
\$30.00 (6-18"); \$60.00 (18-36"); \$100.00 (over 36")
\$20.00 per image
\$35.00

- **Note: The City of Edmonton Archives does not accept custom orders. Orders take between 10 to 12 working days to process.**
- ** **Note: When possible, images will be scanned from their original source. The City of Edmonton Archives reserves the right to limit what will be copied.**

Visa, MasterCard, American Express, Cheque, Cash and Debit Cards accepted

POSTAGE FEES

A postage fee of \$5.00 for all mail-out orders in North America and \$12.00 Internationally.

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**Prices and conditions in effect 1 May 2012. Prices subject to change without notice.
Thank You!–**

DO NOT PUT CREDIT CARD INFORMATION ON FORM

FOR ARCHIVES USE ONLY			ORDER NO.
Photograph Charges	# Ordered	Cost	Tender Type: Internal Transfer or other
Reproduction (5x7, 8x10)		\$	Date Completed:
Reproduction other (size)		\$	Letter of permission required:
Scan to CD		\$	Date mailed:
Commercial Use		\$	
Postage		\$	
Total		\$	Total Amount Pre-Paid \$

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