

# Photo Reproduction Order Form

City of Edmonton Archives  
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 Edmonton, AB T5H 3Z9



Name:

Phone #:

Email:

Address:

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**DO NOT PUT CREDIT CARD INFORMATION ON THIS FORM**

To pay by credit card, please allow 1-2 days for processing, then call the Archives Reception Desk at 780.496.5989.

Copyright restrictions may apply to photographs being used for publications, public exhibition, commercial use, etc. Please read conditions of sale on reverse - **signature required.**

**Fees:**

- |                           |                                 |                                   |
|---------------------------|---------------------------------|-----------------------------------|
| Print - 5x7 - \$15.00     | Commercial Fee - \$100.00       | Postage - Canada - \$5.00         |
| Print - 8 x 10 - \$20.00  | Scan - \$20.00 / image          | Postage - International - \$12.00 |
| Print - 11 x 14 - \$30.00 | Secondary Scan / Usage - \$5.00 |                                   |
| Print - 16 x 20 - \$45.00 |                                 |                                   |

Debit, Visa, MasterCard, and American Express accepted.  
**Orders take 2-3 weeks to process. Larger orders may take longer.**  
**All orders must be prepaid.**  
**No custom or rush orders.**

**Purpose / Use of Order:**

Please indicate how you will use the image reproduction

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Private research / Study | <input type="checkbox"/> Public display (no admission) | <input type="checkbox"/> Public display                   |
| <input type="checkbox"/> Personal display         | <input type="checkbox"/> Print publication             | <input type="checkbox"/> Commercial use - please explain: |
|   | <input type="checkbox"/> Website (low resolution scan) | _____   |

| Quantity | Photo No. | Size / Format | Description |
|----------|-----------|---------------|-------------|
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## Condition of Sale of Photographic Reproductions

**All images shall be reproduced in their entirety and will not be reformatted, changed, cropped or re-touched unless written permission is obtained from the City Archivist.**

The image is reproduced only for the purpose indicated on the form by the purchaser. Photographic prints and/or digital files may not be copied, scanned, exhibited, resold or used for any purpose other than that specified at the time of purchase. Prints, negatives or other forms of reproductions may not be made without permission.

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- for online use will be of low resolution and must retain the embedded metadata;
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- for publication use will be of high resolution.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR ARCHIVES USE ONLY

Order No. \_\_\_\_\_

| Photograph Charges       | # Ordered | Cost | Tender Type:             |
|--------------------------|-----------|------|--------------------------|
| Reproduction (5x7, 8x10) |           | \$   | Date:                    |
| Reproduction (other)     |           | \$   |                          |
| Scan                     |           | \$   | Date mailed:             |
| Commercial Use           |           | \$   |                          |
| Postage                  |           | \$   |                          |
| Total                    |           | \$   | Total Amount Prepaid: \$ |

**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.**