



# Still Images Reproduction Order Form

The Rooms Provincial Archives  
P.O. Box 1800, Station C, St. John's, NL, A1C 5P9  
Phone: 709-757-8030 Fax: 709-757-8031

This area for internal office use only

Customer Order # \_\_\_\_\_ Order # \_\_\_\_\_ Date Order Received \_\_\_\_\_

**\*\*Please complete all fields or your reproduction order could be delayed\*\***

## Section A - Client Contact Information

Client Name _____	Contact Tel # ( ) _____
Company _____	Contact Fax # ( ) _____
Address _____	E-mail address _____
(please include province, postal code, P.O. Box and country) _____	<b>**PLEASE PRINT E-MAIL ADDRESS CLEARLY**</b>
_____	MC / Visa _____
_____	(card number and name on card) _____
_____	Exp. Date ____ / ____

## Section B - Order Details

### Image Location Number

\*please indicate number of copies you would like for each indicated image

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

**INSTRUCTIONS:** Location numbers for requested images must be included in the first column. Please review price listings, available services and payment/pickup options and details before placing order.

### **\*\*IMPORTANT INFORMATION\*\***

Copyright issues may apply to certain images held at the Provincial Archives. It is the responsibility of the client to resolve all copyright issues before use. The Rooms Provincial Archives does not manipulate or alter original images. Please note that permission must be obtained from the Still Images Section before any photographic materials are used for publication. If you intend to publish an image, please check the copyright status before you place your order.

## Section C - Image Format

### Output To Paper

12"X18" image (\$30.00)  
 up to 8"X10" image (\$20.00)

Finish  glossy  
 matte  
 luster

**Output To CD**  All images scanned at 100% sizing, TIF format, 600 DPI Min.

**Output To E-Mail**  All images scanned at 100% sizing, JPEG format, 300 DPI Min.

\* \$20.00 per scanned image

\* \$20.00 per scanned image

## Section D - Pick Up / Delivery Options

Please check appropriate boxes to specify preferred pick up / delivery method

Pick up at The Rooms (Front Desk Level 1)

mail to address indicated on first page

courier service (arranged by customer)

**RUSH SERVICE (within 5 working days) is required on this order**

*\*\*Please note that rush service is available at double the rate of regular service. Please check with The Rooms Provincial Archives concerning the current availability of this service, as not all rush orders can be accommodated.*

## Section E – Intended Use

### A. NON-RESEARCH / COMMERCIAL USE

postcards, cards, coffee mugs, t-shirts, menus, calendars, promotional items, decoration in a place of business (restaurant, office, hotel)

film, video, TV, book, magazine, journal or newspaper, brochure

public exhibit or display  Web or intranet  other

**\*if you intend to use this reproduction for any of the above uses, you must fill out a permission to publish form and submit it with your order.**

### B. RESEARCH / PRIVATE USE

private study (reference and research)

gift

decoration or display in private space

genealogy research

academic research – defined as:

- Thesis / papers or K -12 school project (non-published)
- Classroom teaching aid, or classroom presentation

**\*\* Customers are urged to read over this form to make sure that all contact information and order details are correct. Incorrect or overlooked information could result in delays\*\***

**Please contact the Still and Moving Images section of The Rooms Provincial Archives at the above address or at 709-757-8067 with any questions or specifications regarding photographic orders. Thank-You.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Fax number: (709) 757-8031