



Photograph Reproduction Fees and Order Form

Client Contact Information:

| | | |
|-----------------------|-----------------|--------------------|
| Name: _____ | | |
| Organization: _____ | | |
| Street Address: _____ | | |
| City: _____ | Province: _____ | Postal Code: _____ |
| Telephone: _____ | Fax: _____ | |
| Email Address: _____ | | |

*Please list the photographs you are ordering:

| Item No. | Description |
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* Attach a separate list if necessary.

Statement of Intended Use (check one)

- Reproduction(s) are for personal use only and will not be used for publication, exhibition or commercial use.
- Reproduction(s) are intended for publication, exhibition, or commercial purposes. *Please submit a signed Conditions of Use Agreement.*

Photograph Order Information

When you order a digital image, we will provide the image as an uncompressed TIFF file, along with documentation as a PDF file.

Image size and resolution: We provide digital images at the same image size as our master image file. We use a scan resolution that creates a final image measuring 3000 pixels along its longest edge (300 pixels per inch) and can be printed up to 10 inches in length without loss of image quality.

Our images have not been adjusted during or after scanning. Any alterations to an image such as cropping, resizing, tonal or colour adjustments, migration to a different file format, or other editing are your responsibility.

We deliver images via an online file sharing site. Upon receipt of a signed Fees and Order form, Conditions of Use Agreement (if for other than personal or research use), and payment, you will receive a link to the site which will be active for two weeks.

Please pay by cheque payable to Cortes Island Museum and Archives Society or by e-transfer using our email cimas@twincomm.ca.

Photograph Reproduction Fees and Order form

Photograph order:

Fill in all boxes that apply to the photos you are ordering as listed on page 1

Reproduction fees (applicable to all photo requisitions)

Hi-Res Digital File Copy
 Custom Scan

\$20.00/image
 \$40.00/image

| Quantity | Total |
|----------|-------|
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Usage fees (applied in addition to reproduction fees)

Personal use or research

No Charge

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Exhibits

Canadian museum
 Non-Canadian museum

No Charge
 \$20.00/image

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Academic

Theses/papers (un-published)
 K-12 school projects
 Classroom teaching aid
 Professor/student slide or Powerpoint presentation

No Charge
 No Charge
 No Charge
 No Charge

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Website

Personal, family, school/university, Cortes Island community organizations
 Business/commercial

No Charge
 \$20.00/image

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Commercial

Products for resale (postcards, posters, T-shirts, mugs, etc.)
 1-100 units
 100+

\$20.00/image
 To Be Negotiated

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Decorations in a place of business

Hotel, restaurant, office, etc.

\$20.00/image

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Publications

Self-published
 Book, magazine, newspaper, calendar, etc.
 Print runs less than 3000
 Inside use
 Cover use
 Print runs more than 3000

No Charge

 \$15.00/image
 \$40.00/image
 To Be Negotiated

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Broadcast or film use (price to be negotiated)

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I am including a donation of:

Thank you! A donation of any size will help us cover the costs of making our photographs available online.

A tax receipt is available for donations of \$20 and over.

Total:

 *

I hereby confirm that the information I have provided regarding the use of these images is accurate. I also acknowledge that these images are owned by the Cortes Island Museum & Archives and that I am permitted to use these images only for the purposes indicated. The copyright of these images has not been transferred to my person.

Signature

Date

* Please pay by cheque payable to Cortes Island Museum and Archives Society or by e-transfer using our email cimas@twincomm.ca