



**SONOMA COUNTY LIBRARY**  
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## PHOTOGRAPH ORDER AND USE AGREEMENT FORM

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_

### STATEMENT OF INTENDED USE (i.e., genealogy, dissertation, article, book, public exhibit, film, video, etc.)

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By signing this "Photograph Order and Use Agreement Form", I agree that the photographs I have requested will be used only as I have indicated in the "Statement of Intended Use" portion of this form and further agree to all of the conditions, as stated herein and on the verso of this form.

Agreed to and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ (applicant)

### ORDER INFORMATION - REPRINT

QUANTITY	SIZE	CALL PHOTO NUMBER	MATTE OR GLOSSY	COST

### ORDER INFORMATION - SCANNED IMAGE

CALL PHOTO NUMBER	RESOLUTION	FILE TYPE	COST

Cost of Prints or Scans	_____
Cost of CD	_____
9.25% Sales Tax	_____
Sub Total	_____
Shipping	_____
<b>TOTAL \$</b>	<b>_____</b>

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By \_\_\_\_\_ (library representative) Title \_\_\_\_\_

PHOTO REPRINTS		PHOTO SCAN	
SIZE	REPRODUCTION COST	SCAN COST	SCAN TO CD
5" x 7".....	\$11.00	\$15.00 per image .....	\$15.00 per image +
8" x 10" .....	\$17.00		\$8.00 per CD
11" x 14".....	\$27.00		
16" x 20".....	\$45.00		
20" x 24".....	\$57.00		
24" x 30".....	\$90.00		

**CALIFORNIA SALES TAX OF 9.25% WILL BE ADDED TO THE TOTAL COST.**

**SHIPPING CHARGES ARE \$3 PER ITEM.**

**Note: Orders are filled only after receipt of this completed and signed form and total payment as indicated below.**

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