**Image use request & agreement form**

1. Applicant’s contact and billing information

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| **Name:** | **Title:** |
| **Organization:** | |
| **Address:** | |
| **City/State/Postcode (zip):** | **Phone:** |
| **Date requested:** | **Email:** |
| **Date required:** | **Delivery:**  **pick up mail electronic transfer** |

1. Images Requested – attached additional pages, if necessary

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| **MOTA catalog number** | **Name and Description** | **Image Type/format** |
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1. Intended Use – please include publication or project title and description

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1. Conditions of use:

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| * Permission is for a one-time use whether a book, TV production, website, article, thesis, or other publication and is non-transferable. |
| * Full documentation must accompany the reproduction. Specific attribution information for images will be provided at time of service. Attribution should be presented directly beneath, on a facing page, in a list elsewhere in same publication, or on the back of reproduction. For television, video, DVD, CD productions, general attributions must appear in production credits. Examples:   **‘Photo by [photographer] or XX Collection, Museum of the Aleutians / catalog number**  **‘Image(s) Courtesy of Museum of the Aleutians’ or ‘Special thanks to Museum of the Aleutians’** |
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| * **Failure to meet the conditions of use may result in denial of future requests.** |

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| Applicant agrees to all conditions and to pay all fees shown. | Permission is granted for a one-time use of the item(s) and for purpose(s) listed, when full payment is received. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant’s signature Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Collections Manager or Director, MOTA Date |

Service Fees:

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| **Reproduction service fees** | **Rate** | **QTY** | **Cost** |
| Base processing fee, applies to all orders (and hourly rate) | $35.00 |  |  |
| Rush order | $20.00 |  |  |
| Digital image, existing or new scans (JPEG, 300dpi), per image | $10.00 |  |  |
| Electronic transfer of digital images, up to 1 GB | $10.00 |  |  |
| Color & B&W photocopies | $00.20 |  |  |
| Other (new photography, CD, DVD, flash drive) – call for prices |  |  |  |
| Shipping (variable) + handling (charge $5.00) |  |  |  |

Fees for one-time, non-exclusive image use rights (per image)

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| **Publication fees** | **Rate** | **QTY** | **Cost** |
| Academic papers, presentations, thesis, etc. (per image) | $25.00 |  |  |
| Book: Print run up to 5,000 (internal/cover or jacket) | $50/$100 |  |  |
| Book: Print run up to 10,000 (internal/cover or jacket) | $100/$150 |  |  |
| Book: Print run over 10,000 (internal/cover or jacket) | $150/$200 |  |  |
| Online display (i.e. website, social media, etc.) | $50.00 |  |  |
| Exhibit display, newspaper, periodical, marketing, etc. | $50.00 |  |  |
| TV & video production, DVD, CD cover, & other media | $100.00 |  |  |
| **Total Cost (US$)** | | |  |
| **Credit card service fee (3.5%)** | | |  |

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| **Payment method –** Credit card payments will be assessed 3.5% service charge | For Staff Use: |
| Master Card/Visa Name on card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   card number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Check   Sec code\_\_\_\_\_\_\_\_\_\_ Exp date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cash | Payment Received\_\_\_\_\_\_\_\_\_\_\_\_  (date)  Staff Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Make Checks payable to “Museum of the Aleutians”