

# Image Order



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Date ordered \_\_\_\_\_

**Intended use of Images:**

Please give full details, e.g. book title, chapter illustration, book cover illustration, advertising, public display, decoration in business premises, family history, research

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Declaration**

I am aware of and accept the conditions laid down in the *Conditions of Reproduction* (below). I agree to use the images listed specifically for the purpose(s) declared above, and I will pay processing charges and reproduction fees as required. If requested, a copy of the publication using Canterbury Museum images will be forwarded to the Museum.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Items Ordered:**

Description/File heading	Reference #	Digital Scans		Unit Price	Reproduction Fee	Total
		Col.	B/W			
					<b>Subtotal</b>	
					<b>Misc</b>	
					<b>Total</b>	

**OFFICE USE ONLY**

Order# \_\_\_\_\_  
 Send \_\_\_\_\_ Invoice \_\_\_\_\_

Please Turn over for extra ordering fields.



## Image purchase price

If Canterbury Museum already holds a digital image, the cost for supplying this image is \$20.00.

## Image production fee

If Canterbury Museum does not already hold a digital image, the cost for producing and supplying one is \$50.00.

## Commercial reproduction fees

If your intended use of the purchased image is commercial in nature, the following fees will apply:

<b>Format</b>	<b>New Zealand rights</b>	<b>Worldwide rights</b>
Decoration or display at a single location, e.g. public areas, shops, offices, cafes.	\$20.00	\$20.00
Published material, e.g. books, periodicals, newspapers (not including covers).	\$40.00	\$100.00
Television, video, film or electronic reproduction excluding news items in television broadcasts (no charge) and advertising use (see below).	\$50.00	\$200.00
Items for retail sale, e.g. postcards, greeting cards, Christmas cards, calendars, reproduction art prints, placemats, tea towels.	5% of the recommended retail price for the total print run.	
Advertising and publicity e.g. labels, packaging, posters, book covers, stamps, corporate annual reports, television or film advertising.	\$250.00	\$750.00

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