

# Reprographic Order Form

Minimum Delivery Time: Twenty-one (21) business days

A written order  
and pre-payment  
is required.

Name | Date

Company Name

Address | City | State | Zip

Phone | Email

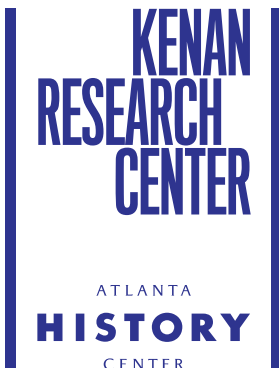
## Purchased by:

Private  Nonprofit  Commercial

## Purchased for:

Personal Use  Research  Publication  
 Exhibition/Broadcast/Advertising/Web Use

Catalog # (Ex. VIS 170.001.001)	Location	Qty	Print Size (Prints Only)	Digital Request (dpi, tiff or jpeg)	Price



## Staff Use Only

- payment provided
- will call with credit card information
- licensing agreement included

Archives Staff Please Initial

Sub Total

8.5% Sales Tax

Shipping

Licensing Fee

**Total**


Reprographics  
Department  
404.814.4067  
images@atlantahistorycenter.com

# Reprographic Price List

[Ask about membership!](#)

Atlanta History Center Members are eligible for a 10% discount on all reprographics orders except Album.

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8.9% Georgia/Fulton County Sales tax is added to Production Orders (In-State Orders Only)

Some forms of reproductions and licensing require special fees not included; fees will be determined on a case-by-case basis.

After orders are completed and publication rights have been granted, no refund will be made.

Digital Reproductions	Personal	Nonprofit	Commercial
400dpi available from Album	\$5.00	\$20.00	\$35.00

Scan on Demand	Personal	Nonprofit	Commercial
Original 11x14 and smaller	\$20.00	\$35.00	\$50.00
Original larger than 11x14	\$40.00	\$60.00	\$75.00

Print Reproduction	Personal	Nonprofit	Commercial
8X10 Luster Finish	\$25.00	\$35.00	\$50.00
11x14 Luster Finish	\$35.00	\$45.00	\$60.00
Architectural Prints (handling fee may apply)	\$50.00	\$75.00	\$100.00

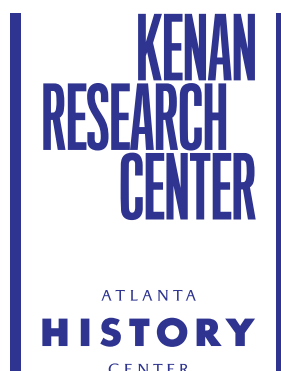
[Call for quote for oversized photo, audio, and video duplication.](#)

Licensing Fees	Nonprofit	Commercial
Publication, Exhibition, or Web, Cover-Use	\$40.00	\$75.00
Audio and Video Licensing per Half Minute	\$100.00	\$200.00

Research Fee	Digital Editing Fee Includes Stitching Oversize & Rendering Images
\$50.00 per hour	\$20.00

[Shipping & Handling Fees via USPS](#)

Digital Production Delivering Electronically	Digital Productions on CD-Rom	Print Production
No Charge	\$5.00	\$10.00



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# Licensing Agreement

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## Application

Check all applicable circles — each is an individual application for fee purposes.

- Publication
- Broadcast
- Reprint
- Advertising
- Web Site
- Exhibition
- Other

\_\_\_\_\_

Title

\_\_\_\_\_

Publication Issue | Broadcast Date

\_\_\_\_\_

Publisher | Network

\_\_\_\_\_

Print Run | Quantity | Website Address

Please Print or Type:

\_\_\_\_\_

(Name) | Title

\_\_\_\_\_

Representing (Firm/Self)

\_\_\_\_\_

Street Address | City | State | Zip Code | Country

\_\_\_\_\_

Email Address

\_\_\_\_\_

Telephone | Fax

## Permission to publish, reproduce, or use the following Kenan Research Center Materials:

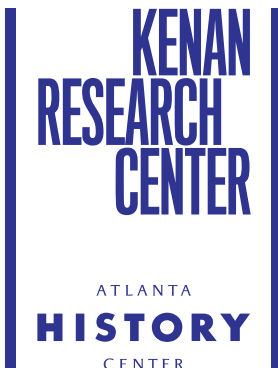
I have read the obligations and rights of this agreement and will abide by them.

\_\_\_\_\_

Name | Title

\_\_\_\_\_

Signature | Date



Hours

Wednesday-Saturday  
10am-5:00pm

# Obligations & Rights

In consideration for receiving permission to publish or otherwise use the above images, I/we agree to:

## 1

Submit payment with this agreement for nonexclusive worldwide rights, one-time use, in perpetuity, in the sole use specified on page 1. The amount due is \$\_\_\_\_\_. (See Kenan Research Center Photographic Services Fees and Services Schedule.) Payment is due prior to broadcast, publication or exhibition. Failure to pay the required fees for either reproduction or use cancels this agreement.

## 2

One copy of the work incorporating the item(s) must be submitted to the Kenan Research Center in a timely fashion and free of charge. Books will be submitted in hardbound editions if available; broadcasts and video sales will be submitted in DVD, and advertising and Web sites using Kenan Research Center materials will provide digital copies of graphics.

## 3

The credit line for each image must read: Kenan Research Center at the Atlanta History Center. When the image is from a photographer's collection, the name of the photographer must be included with the credit line. Website use will include the credit line within the image. Film and video documentary credits may be consolidated at the end of the production.

## 4

Notify Kenan Research Center in writing before the item(s) is/are used in an application other than that specified in this agreement. A new agreement is required and additional image use fees may be required.

## 5

Images must be reproduced in their entirety and without alteration, including cropping, overlapping, overprinting or changes in color, unless written permission from the Kenan Research Center is obtained prior to making any modification of the image. Altered images or details must be labeled as such.

## 6

Permission is only valid for the individual, company, or institution to which it is specifically issued and may not be transferred, assigned, sold, or otherwise disposed of.

## 7

Where copyright is held by a third party, written permission must be secured by the applicant from that party or their agent and must accompany this agreement. The Kenan Research Center assumes no responsibility for royalties or fees claimed by the creator or on the creator's behalf.

## 8

Defend and hold the Kenan Research Center and the Atlanta History Center and their employees harmless from and against all liability, including costs and expenses based on the violation or rights of ownership, infringement of copyright or trademark, or invasion of the rights of privacy, or laws of libel, resulting from our use of such images or copies furnished in this agreement.

## 9

The Kenan Research Center reserves the right to refuse permission for any purpose.

### Staff Use Only

not-for-profit or educational use       for-profit-use

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Approved by | Date

