

A written order
and prepayment
are required.

8.9% Sales tax is
added to all
In-State orders

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

Reprographic Order Form

Please email this completed for to images@atlantahistorycenter.com
Please allow up to **10 business days** to complete your order.

Name | Date

Company Name

Address | City | State | Zip

Phone | Email

Contact Us!

Images
[@atlantahistorycenter.com](mailto:images@atlantahistorycenter.com)
404.814.4067

Purchased by:

☐ Non-Commercial ☐ Commercial

Purchased For:

☐ Personal Use ☐ Research ☐ Publication

☐ Exhibition/Broadcast/Advertising/Web Use/ Other

Catalog # (Ex. VIS 170.001.001)	Location	Qty	Print Size (Prints Only)	Digital Request (400dpi Tiff)	Price



Staff Use Only

- ☐ Payment provided
☐ Will call with credit card information
☐ Licensing agreement included

Archives Staff Please Initial

Image Total

License Fee

Shipping

8.9% Tax

Total

Reprographic Fee Schedule

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

Digital Reproduction	Non-Commercial	Commercial
400 dpi Tiff available from Album	\$25	\$40

Print Reproductions	Non-Commercial	Commercial
8x10	\$35	\$50
11x14	\$45	\$60
Other	Call for Pricing	

Digitization Services	Non-Commercial	Commercial	Setup Cost
11x14 or Smaller	\$30	\$45	\$10
Larger than 11x14	\$35	\$50	\$15
Healthy Documents	\$25	\$40	\$15
Fragile Documents	\$25	\$40	\$35
Film/Slides	\$25	\$40	\$20
Objects	Call for pricing		

Licensing Fee Schedule

Publication (Print run)	Non-Commercial	Commercial
999 or less	\$50	\$100
1,000 – 9,999	\$100	\$150
10,000 or More	\$200	\$300

Media/Exhibition	Non-Commercial	Commercial
Movie/Documentary	\$75	\$200
Local Broadcast	\$50	\$150
Web Article	\$50	\$100
Social Media	\$5	\$5
Exhibition	\$50	\$75

Audio/ Video	Non-Commercial	Commercial
Per Minute (Min of 5 minutes)	\$20	\$60

Products	Non-Commercial	Commercial
999 or less	\$100	\$150
1,000 – 9,999	\$200	\$300
10,000 or More	\$350	\$500

[Ask about membership!](#)

Atlanta History Center Members are eligible for a 10% discount on all reprographics orders, excluding Digital Reproductions

Shipping	\$10
Research Fee	\$50 per Hour