

Archival Image Order Form

Railroad Museum of Pennsylvania
Pennsylvania Historical and Museum Commission
P.O. Box 15
Strasburg, PA 17579

REQUESTOR'S INFORMATION

Name:	Mr./Mrs./Ms./Dr.	Organization:	
Address:	City:	State/Country:	Zip Code:
Phone:	Fax:	Email:	
Date of Request:	Format of Images:	Delivery Method:	
	<input type="checkbox"/> Digital <input type="checkbox"/> Print	<input type="checkbox"/> Electronic <input type="checkbox"/> Mailed <input type="checkbox"/> Pick-up	

IMAGE INFORMATION (Attach Additional Pages if Necessary)

Collection	Neg #/Box, Folder, Item #	Description	Size (for prints)	Qty	Unit Price	Total

SPECIAL INSTRUCTIONS

File Format: ___ Tif or ___ jpeg	Other:
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FEES

Digital Scan (approx 600 dpi @ 8 x 10"	\$10.00 per image
Print from a negative/photo.....	\$20.00 per image
Museum Administrative Fee.....	\$5.00 per order
Writable CD (for mailed/pick-up orders).....	\$2.00 per order
Postage/Handling (for digital orders).....	\$4.50 per order
Postage/Handling (for print orders).....	\$5.95 per order
PA Sales Tax (for PA residents).....	6.00% of subtotal
FRM Member Discount.....	10.00% off subtotal

CONDITIONS

- PUBLICATION: Patrons wishing to use scanned photographic images from the collection must first seek permission first. A user fee is charge per image for one-time use and is established on a case by case basis.
- COPYRIGHT: The copyright law of the United States (Title 17, US Code) governs the reproduction of copyrighted material. Requestors assume all responsibility for any considerations pertaining to copyright infringement that may arise in the use of the reproduction(s).
- PRINTS: Unless specified otherwise, all photos will approximate 8" x 10".
- SHIPPING: Shipping rates may be higher for out of country orders.
- QUESTIONS: Email research@rrmuseumpa.org or call (717) 687-8628, ext. 3010

