

TILLAMOOK COUNTY PIONEER MUSEUM

ORDER FORM REPRODUCTION & USE OF MUSEUM MATERIALS

ALL REQUESTS are subject to the Museum's Use Policy, Procedures and Fees.
All orders must be prepaid. Please allow 4 to 8 weeks for requests to be completed.

DATE REC'D _____ BY PHONE _____ BY MAIL _____ VISITOR _____ E-MAIL _____ WEB-SITE _____

Name _____

Organization _____

Address _____

_____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Note: All reproductions are limited to one-time, personal use. Any other use requires completion of "Request for Reproduction or Use of Museum Materials", the Museum Director's approval, and payment of an additional fee* pursuant to the fee schedule in effect at the time of the request.

Photo ID Number or item	Print size	In-house Digital print (price)	In-house Photocopy (price)	Outsourced print (price) (price)	Use Fee <small>(See request form for Director's Approval).</small>	Total Item Charge
Use Fee*						
Total Item Charges						
Rush charge (\$100.00)						
Enhancement fee <small>(if applicable)</small>						
Handling						\$5.00
Shipping/Postage						
					TOTAL	

Museum use only:

Fee: \$ _____ Payment method: Cash Check Credit card *(in person or by phone only)*

Delivery method Hold for Will Call Mail to requestor

Request taken by _____ Date _____

Request processed by _____ Date _____ Time charged: _____

TILLAMOOK COUNTY PIONEER MUSEUM
**USE OF COLLECTION MATERIALS
 REPRODUCTION AND FEE SCHEDULE**

Reproduction of Museum photographs for personal use only:

Size of print	In-house Digital Image print on photo paper	Photocopy on plain white paper	Photo from negative (Outsourced) B/W / color
Up to 5x7"	\$10.00	\$3.00	\$15.00 / 25.00
8x10"	\$20.00	\$5.00	\$25.00 / 35.00
11x14"	\$30.00	\$10.00	\$35.00; 60.00*
Scanning Fee	\$5.00 per image		
CD (for PDF only)	\$5.00 for CD plus \$5.00 per image transferred		
Enhancement Fee**	\$30.00 per hour		

* Larger size fees to be determined at time of order.

** Reproduced images may not be standard print sizes. Image lengths will be proportional to size of paper. Images will be reproduced from the master images, "as is". Any requested digital enhancement or "clean up" of images will be subject to an additional charge for staff time at \$30.00 per hour.

*** Allow 4 to 8 weeks for processing. *Rush orders are subject to an additional fee of \$100.00.*

Use Fees: Commercial display or Publication (requires pre-approval in writing from Museum Director)

Type of Use	Number of copies Published	Non-profit	For profit	State; National
Brochure or Magazine	1-10,000 to 50,000	\$25.00 \$50.00	\$45.00 \$75.00	
Book	Per 1000	\$25.00	\$50.00	
Film or TV		\$40.00	\$100.00	Add 100.00
Commercial display				\$50.00
Advertising		\$10.00		\$50.00

Photocopies: 25¢ per page

Research: \$30.00 per hour

Handling: \$5.00 all orders

Postage: Books: \$3.50 for first book; \$1.00 each additional book (*Book rate*)

Photos: \$1.50 for first photo up to 8x10"; 50¢ each additional photo.
 Larger sizes subject to additional charge.