



Photographic Reproduction Format and Fee Schedule:

Digital Image Files

<u>Format</u>	<u>Resolution</u>	<u>Price per File</u>
JPEG	75 dpi	\$5.00
TIFF	300 dpi	\$30.00

Digital Image File Transfer

There is no additional charge for transfer via e-mail or FTP site. In most cases, JPEGs will be transferred via e-mail. TIFF files, approximately 20 MB in size, may not be accepted by all e-mail applications. TIFFs will be transferred by FTP site or delivered on CD. Delivery on CD may incur a \$10.00 postage and handling charge.

Digital Prints

Printed on semi-matte photographic paper.

<u>Print Size</u>	<u>Price per Print</u>
8x10	\$42.00
11x14	\$60.00
16x20	\$72.00
20x24	\$94.00

Hershey Community Archives Order Form – Page 1 of 2

Please complete pages 1 and 2 and submit to the Archives by mail, FAX (717-534-8940) or e-mail to: contact@hershearchives.org.

Use the [Collections Database](#) to locate Image ID numbers. If you do not know the Image ID number for the item(s) you wish to order, you must first submit a written research request. Send research requests to contact@hershearchives.org.

Image ID number and Title: _____

Image ID number and Title: _____

Image ID number and Title: _____

Select Reproduction Format (check only one): **JPEG** **TIFF** **Print**

To request more than one reproduction format use the section below or additional pages as necessary.

If **TIFF** is desired select transfer method (check only one): FTP site CD

If **Print** is desired select size (check only one): 8x10 11x14 16x20 20x24

Total Cost of Item(s) : _____

Use Photographic Reproduction Format and Fee Schedule to determine cost.

Image ID number and Title: _____

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Image ID number and Title: _____

Select Reproduction Format (check only one): **JPEG** **TIFF** **Print**

To request more than one reproduction format use the section below or additional pages as necessary.

If **TIFF** is desired select transfer method (check only one): FTP site CD

If **Print** is desired select size (check only one): 8x10 11x14 16x20 20x24

Total Cost of Item(s) : _____

Use Photographic Reproduction Format and Fee Schedule to determine cost.

Hershey Community Archives Order Form – Page 2 of 2

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone: (____) _____ FAX: (____) _____

Please check the preferred delivery method:

I will pick up my order. Call or e-mail (check one) me when it’s ready.

Mail my order to the address above. There is a \$10.00 shipping/handling fee for orders mailed.

Send my order by Federal Express and bill:

My FedEx account # _____

My credit card account. (See pre-payment instructions below.)

Cost of Order: Use the *Fee Schedule* to determine the appropriate costs.

1. Sum of all “Cost of Item” from Order Form, Page 1	Subtotal	
2. Add \$10.00 for orders mailed.	Postage and handling	
3. Sum of lines 1 and 2	Total before tax	
4. Pennsylvania Sales Tax 6 % (0.06)		
5. Product of lines 3 and 4	Sales tax	
6. Sum of lines 3 and 5	Total Due	

Pre-payment is required. Payment may be made by personal or business check payable to the Hershey Community Archives. To pay by credit card, submit your order form by e-mail or FAX then call the Archives (717-533-1777, ext. 1) with your credit card information. Do **NOT** include your credit card number on this form. Do **NOT** e-mail your credit card number.

Read the terms and conditions below. Your acceptance of the terms and conditions is required before your order will be processed.

By signing or typing my name below I understand and agree that:

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Signature: _____ Date: _____