

Digital Image Request

Name:		Organization:	
Address:		City:	Province:
Postal Code:	Phone:	Email:	

Image ID Number (e.g. 32022012345678)	Collection (e.g. Black Mount)	Title / Description (e.g. Hamilton - Churches - St. Thomas)	Format		Image in PreVIEW Database
			300 DPI JPEG	600 DPI TIFF	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please consult the attached Digital Image Fees for prices.

Intended Use of Image(s):
Commercial Use: No <input type="checkbox"/> Yes <input type="checkbox"/>
Special Instructions:

Payment:

All photographic orders must be pre-paid. Payments can be made by credit (Visa / MC) or debit card at Central Library. Payments can also be made by credit card over the phone by contacting our Business Office at 905-546-3200 x3224/3225.

☐ I have read and agree to the Conditions of Use and request that the reproduction work requested on this form be completed by the Hamilton Public Library.

Date (MM/DD/YYYY): _____

Staff Initials:	Date:
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Completed forms can be submitted via email to **askus@hpl.ca**

Digital Image Fees

All orders will be provided as a digital file on USB in the JPEG or TIFF file format. Print reproductions are not available. A \$20 scanning surcharge per image will be applied to images not currently available in the online PreVIEW Database.

Images for Non-Commercial Use	No. Items		Unit Cost		Total Cost
300 DPI JPEG		x	Per Image	=	
600 DPI TIFF		x	Per Image	=	

Images for Commercial Use	No. Items		Unit Cost		Total Cost
300 DPI JPEG		x	Per Image	=	
600 DPI TIFF		x	Per Image	=	

Scanning Fee	No. Items		Unit Cost		Total Cost
Surcharge for Images Not in PreView		x	Per Scan	=	

SUBTOTAL = _____

Rush Orders Fees

Regular orders take approximately 7-14 days to complete and large orders may take longer. We may not always be able to accommodate rush order requests. Rush order fees are in addition to standard image fees.

Rush Orders – 2 Business Days, Pick-Up Only	<input checked="" type="checkbox"/>	Unit Cost		Total Cost
Regular Order – 7 to 14 Days	<input type="checkbox"/>	Free		---
Rush Order 1 to 5 Images	<input type="checkbox"/>	Flat Rate	=	
Rush Order 6 to 20 Images	<input type="checkbox"/>	Flat Rate	=	
Rush Order 21 or more Images	<input type="checkbox"/>	Flat Rate	=	

SUBTOTAL = _____

Shipping Fees

Shipping Fees	<input checked="" type="checkbox"/>	Unit Cost		Total Cost
Pick-up at Central Library / Receive Online	<input type="checkbox"/>	Free		---
Shipping within Canada by Canada Post	<input type="checkbox"/>	Flat Rate	=	
Shipping Internationally by Canada Post	<input type="checkbox"/>	Flat Rate	=	

SUBTOTAL = _____

***All prices include HST**

GRAND TOTAL =

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