

## 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. Prices include HST.

<b>Image Fees</b>	<b>300 DPI JPEG</b>	<b>600 DPI TIFF</b>
Non-Commercial Use	\$20 per image	\$30 per image
Commercial Use	\$40 per image	\$50 per image

## Scanning Fees

A \$20 scanning surcharge per image will be applied to images not currently available in the online PreVIEW Database.

<b>Scanning Fee for Images not in PreVIEW database</b>	
New Digital Images	\$20 per scan in addition to standard image fees

## Rush Orders

Regular orders take approximately 7-14 days to complete and large orders may take longer. We may not always be able to accommodate rush orders.

<b>Rush Orders - 2 Business Days, Pickup Only</b>		
1 to 5 images	6 to 20 images	21 or more images
\$20 flat rate	\$50 flat rate	\$100 flat rate
Rush order fees are in addition to standard image fees.		

## Shipping

<b>Pick-up</b>	<b>Shipping in Canada</b>	<b>Shipping Internationally</b>
Free	\$5 flat rate	\$15 flat rate

## Payment

All orders must be pre-paid. Payments can be made by credit or debit card at the Local History & Archives Department, Central Library at 55 York Boulevard in Hamilton. Payments can also be made by credit card over the phone by contacting our Business Office at 905-546-3200 ext. 3224/3225.