



Photograph Order Form

(Completed forms will be processed within 7 days)

Step 1: Customer Information

Name: _____

Phone: _____

Organization: _____

E-Mail: _____

Address: _____

City _____ State _____ Zip _____ Country _____

Step 2: Payment Information

(Orders will not be processed until payment is received)

Check (from a U.S. bank)

If paying by check, please mail this form and payment to:

Photo Collection - Los Angeles Public Library 630 W. 5th St., Los Angeles, CA 90071

Credit Card (Visa or Mastercard Only, no exceptions)

(Any missing information will delay processing your order)

Visa

Card Number _____

Mastercard

Expiration Date

CVV Code _____

Month Year

Step 3: Usage Information

Personal Use (Personal home décor or research only)

Pays only photo reproduction fee (skip Step 4)

Non-Personal Use (Individuals and businesses using the photographs for non-personal purposes, must pay appropriate use fees)

Advertising and Product Design (for up to 3 years)

\$250

Books - Interior (one-time/one edition use, interior, single-language, print & electronic editions, includes self-published, text book, and university presses)

Print run up to 1,000 \$75

Print run 1,001 – 5,000 \$125

Print run over 5,000 \$150

Books - Cover (one-time/one edition use, cover, single-language, print & electronic editions, includes self-published, text book, and university presses)

Print run up to 1,000 \$150

Print run 1,001 – 5,000 \$200

Print run over 5,000 \$250

Books - Cover or Interior (worldwide, all media, all editions, all print runs, all languages, in perpetuity, includes self-published, text book, and university presses)

\$300

Unpublished dissertations/theses (uploaded to online platform)

\$50

(flat rate per 15 images, per platform)

Commercial Magazines/Journals (includes print and electronic)

\$75

Non-Profit Journals (includes print and electronic)

\$50

Brochures and Flyers

Non-Profit \$25

Commercial \$50

Commercial Décor (includes, but not limited to, retail, restaurants, office/condo/apartment/hotel lobbies & leasing offices, hotel rooms, and images ordered by interior decorators and design firms)

- \$200 (per image, basic fee for one time use)
- \$400 (for multiple copies per image)

Exhibitions

- Non-profit \$50 (flat rate up to 15 images)
- Commercial \$100 (flat rate up to 15 images)

Documentaries and Television Programs (including set design)

- Free Online Streaming \$50
- Film Festival Submission \$75
- Public Television \$150 (broadcast with all media, excluding theatrical)
- Commercial Online Streaming \$250
- Commercial TV broadcast and/or online streaming \$300 (with all media, excluding theatrical)
- All media including theatrical \$400
- Feature Film \$500 (non-documentary, with all media)
- Talk Shows and Extended Newscasts \$50 (with all media)
- Commercial websites and apps \$75

Step 4: Project Information

Documentaries, Television, Film

Title _____

Production Company _____

Release Date _____

Books, Magazines, Journals, Dissertations/Theses, Websites

Title _____

Publication Name (if applicable) _____

Publisher _____

Release date _____ (or) Issue # _____

Commercial Décor, Exhibitions, Product Design

Location (i.e. business name/home) _____

Address _____

Exhibition Title (if applicable) _____

Exhibition Dates (if applicable) _____

(must be in numerical order, orders will not be processed otherwise) Order Number	8x10 Digital Print \$30 each	11x14 Digital Print \$45 each	Oversized (larger than 11x14) \$30 + 10¢ per sq. inch each	Digital TIFF Image (8x10, 300 dpi) \$25 each	Digital TIFF Image (8x10, 600 dpi) \$35 each	Digital TIFF Image (8x10, from 600+ dpi to 1200 dpi) \$55 each	Digital TIFF Image (8x10, over 1200 dpi)* \$80 each	Usage Fees (Calculated from previous pages)	Cost

Fed-Ex account number:

Overnight

Postage is for print orders only and will be mailed unless Fed-Ex account information is provided.

2-day

Subtotal
(\$10) Postage
Total

* For Higher-Res Rescan, you must indicate desired specifications. "Highest possible" is not sufficient and your order will be not be processed until specifications are provided.

Digital TIFF Image (over 1200 dpi) Specifications

