Step 1: Customer Information
Name: 
Organization: 
Address: 
City State Zip Country

Step 2: Payment Information
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)
Visa
Mastercard
CVV Code
Month Year

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)
Print run up to 1,000
Print run 1,001 – 5,000
Print run over 5,000
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
Print run 1,001 – 5,000
Print run over 5,000
Books - Cover or Interior (worldwide, all media, all editions, all print runs, all languages, in perpetuity, includes self-published, text book, and university presses)
Unpublished dissertations/theses (uploaded to online platform) (flat rate per 15 images, per platform)
Commercial Magazines/Journals (includes print and electronic)
Non-Profit Journals (includes print and electronic)
Brochures and Flyers
Non-Profit
Commercial

Step 3: Usage Information

An invoice and payment options will be provided after the order form has been submitted.

Orders will not be processed until payment is received.

Print run 1,001 – 5,000
Print run up to 1,000
Print run over 5,000

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

Unpublished dissertations/theses (uploaded to online platform) (flat rate per 15 images, per platform)

Commercial Magazines/Journals (includes print and electronic)

Non-Profit Journals (includes print and electronic)

Brochures and Flyers

Any missing information will delay processing your order.

Completed forms will be processed within 7 days.

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Completed forms will be processed within 7 days.
**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

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**Step 4: Project Information**

**Documentaries, Television, Film**

- Title ____________________________
- Production Company ____________________________
- Release Date ____________________________

**Books, Magazines and Journals**

- Title ____________________________
- Publication Name (if applicable) ____________________________
- Publisher ____________________________
- Release date ____________________________ (or) Issue # ____________________________

**Commercial Décor and Exhibitions**

- Location (i.e. business name/home) ____________________________
- Address ____________________________
- Exhibition Title (if applicable) ____________________________
- Exhibition Dates (if applicable) ____________________________
### Photograph Order Form

Please note, orders are currently limited to existing files on our servers.

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Digital TIFF Image (8x10, 300 dpi)</th>
<th>Cost</th>
<th>Usage Fees (Calculated from previous pages)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$25 each</td>
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<tr>
<td></td>
<td>$35 each</td>
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</tbody>
</table>

**Usage Fees**

- Digital TIFF Image (8x10, 600 dpi)
- Digital TIFF Image (8x10, from 600+ dpi to 1200 dpi)*
- Digital TIFF Image (8x10, over 1200 dpi)*
- $25 each
- $35 each
- $55 each
- $80 each

**Postage**

- Overnight
- 2-day

**Subtotal**

**Total**

*For Higher-Res Rescan, you must indicate desired specifications. “Highest possible” is not sufficient.

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

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**Order Number**

- (must be in numerical order, orders will not be processed otherwise)

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**Usage Fees**

- (Calculated from previous pages)