# PHOTOGRAPH ORDER FORM

(No Rush Order Service)

Name ___________________________ Organization ___________________________

Address ___________________________ floor/suite# ___________________________

City ___________________________ State _____ Zip __________ Country ___________

Phone ___________ Fax ___________ Email ___________________________

Fed-Ex account number ___________________________ Overnight □ 2-day □

Payment (due with order) Check (from a U.S. bank) □ Mastercard □ Visa □

Card Number ___________________________ Expires □/□ CVV Code □ □

How will the photograph(s) be used?
(Please be specific and include details like title, publisher, production company etc.) ____________________________________________________________

Date of Request ___________________________

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* Select CD □ E-Mail (limit 10 images) □ FTP □ (To your server, please provide access information)

Subtotal ___________________________

CD ($15) ___________________________

Postage ($10) ____________________

TOTAL ___________________________

Standard digital image is 8x10 300dpi Tiff format. Other formats can be provided upon request. Requests for larger sizes or resolutions will be billed at the Higher-Res Rescan rate.

* For Higher-Res Rescan, indicate desired specifications (please note that “highest possible” is not sufficient and will delay processing) ____________________________________________________________

If paying with a check, please mail this form and payment to:
Photo Collection
Los Angeles Public Library
630 W. 5th Street
Los Angeles, CA 90071

If paying with a credit card, this form can be faxed to (213) 228-7419 or emailed to photos@lapl.org.