Photograph Order Form
(Completed forms will be processed within 7 days)

Step 1: Customer Information
Name ___________________________ Phone ___________________________
E-Mail ___________________________ Organization ___________________________
City ___________________________ State ______ Zip ________ Country ________

Step 2: Payment Information
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 ____________

Step 3: Usage Information
Personal Use (Personal home décor or research only) (skip Step 4)
Pays only photo reproduction fee

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

[ ] 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Unpublished dissertations/theses (uploaded to online platform)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

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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) ____________________________
<table>
<thead>
<tr>
<th>Order Number</th>
<th>8x10 Digital Print</th>
<th>11x14 Digital Print</th>
<th>Oversized (larger than 11x14)</th>
<th>Digital TIFF Image (8x10, 300 dpi)</th>
<th>Digital TIFF Image (8x10, 600 dpi)</th>
<th>Digital TIFF Image (8x10, from 600+ dpi to 1200 dpi)</th>
<th>Usage Fees (Calculated from previous pages)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$30 each</td>
<td>$45 each</td>
<td>$30 + 10¢ per sq. inch each</td>
<td>$25 each</td>
<td>$35 each</td>
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* 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

Fed-Ex account number

<table>
<thead>
<tr>
<th>Overnight</th>
<th>Postage is for print orders only and will be mailed unless Fed-Ex account information is provided.</th>
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<tbody>
<tr>
<td>2-day</td>
<td>(Subtotal)</td>
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($10) Postage

Total