

**REPRODUCTION ORDER FORM**

**SEND TO:** Jessica Steytler  
Congregational Library 14 Beacon St. Boston, MA 02108 - jsteytler@14beacon .org

**DATE YOU NEED THE MATERIALS:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NAME (print) \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

**SHIP TO (if different from above):**

NAME (print) \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

**ORDER:**

List collection name, record group/mss. number and/or item identification number, if available. Please include a photocopy of the image and complete bibliographic citation, if the image has been previously published and if at all possible:


**FEES:** ( please check and/or indicate numbers per item that apply)

<b>Reproduction Options</b>	
<input type="checkbox"/>	Original photographing- \$5/per exposure, \$3 for orders over 20
<input type="checkbox"/>	Scan fee- \$5/item
<input type="checkbox"/>	Paper copy of negative or slide- \$7/item
<input type="checkbox"/>	Paper copy of opaque image - \$7/item
<input type="checkbox"/>	Electronic copy sent via email- \$3
<input type="checkbox"/>	Electronic copy on CD, mailed- \$5
<b>Publication</b>	
<input type="checkbox"/>	Non-profit publication use - \$25
<input type="checkbox"/>	Commercial use, Domestic publication - \$100
<input type="checkbox"/>	Commercial use, International publication - \$150
<b>Service Fees</b>	
<input type="checkbox"/>	1-5 items- \$15
<input type="checkbox"/>	more than 5 items- \$25
<input type="checkbox"/>	Shipping - will reflect current rates for chosen carrier
<input type="checkbox"/>	Rush orders (Library's discretion)- \$10
<input type="checkbox"/>	<b>: Total</b>

- Publication fees may be waived or reduced, at the discretion of the Congregational Library. All requests for fee waivers should be placed in writing to address listed above, along with the image order. You will be notified of the results as promptly as possible.
- We reserve the right to charge an extra service charge for large orders (i.e., orders over 15 items), orders that require more than one hour of staff time and orders that require special handling.

**METHOD OF SHIPMENT (please check one):**

<input type="checkbox"/>	U.S. Mail	<input type="checkbox"/>	UPS	<input type="checkbox"/>	Federal Express
<input type="checkbox"/>	Email	<input type="checkbox"/>	Hold at the Congregational Library for pick-up		

**BILLING:**

The Congregational Library will send an invoice after receiving the order. The Library requires that all material be paid for in full, in advance. **Please make payment by check or money order, in U.S. funds.**