

AAS Reproduction and Usage Request Form for mailing/faxing

Date of Request _____

Date Reproduction Needed:

_____ As time permits

_____ Rush! Add 100% materials cost

Payment Information:

_____ Please invoice me. My order will not be processed until payment has been received.

_____ I will call, fax or provide credit card details online.

For mail order-- minimum postage and handling charge per order-- \$7.00

Allow 2-4 weeks for digital photography and scans; 4-8 for photographs.

For rush orders add 100% materials cost. Please submit payment on day of order.

1. Personal Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____@_____ phone number: _____

2. Image(s) requested (please use similar format for requesting additional images):

Image title: _____

Artist name: _____

Book title: _____

Author: _____

Page number: _____ Date: _____ Call number: _____

3. Type of Reproduction:

_____ **Digital Image:** DPI: _____ Size: _____ x _____ File format: _____

_____ **Photograph:** Color print: _____ B&W print: _____ Matte: _____ Glossy: _____

_____ **Color Transparency Rental** (for transparencies on file only).

4. Use of Image (check all that apply):

- printed work tv video/DVD film CD-ROM Internet publicity
 reference dissertation personal (non-published) exhibition

Title of publication: _____

Author of publication: _____

Name of publisher: _____

Explanation: _____

The licensing agreement may be downloaded and printed, or sent to you by the Society. The license agreement should be signed and returned to AAS. It will be countersigned and returned to you once your payment is confirmed.

Additional information:

Any additional information we should know:

Please note that the material fees and processing time are dependent on the availability and the format of the original. Confirmation of order will be sent with the processed order.

Payment must be received before your order will be processed.

We encourage payment by credit card, which may be faxed or called in. The Society accepts VISA, Mastercard, American Express, and Discover.

Or you may pay your bill online once you receive order total and invoice number:

<http://www.americanantiquarian.org/Shop/reproductions.htm>

Contact Information

Imaging Rights Coordinator
American Antiquarian Society
185 Salisbury Street
Worcester, MA 01609

Telephone: (508) 471-2126

Fax: (508) 753-3311

Email: reproductions[at]mwa.org