

## Reproduction Request and Use Permissions Form

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**Name:** \_\_\_\_\_

Institution/Organization [if applicable to order]: \_\_\_\_\_

Tax Exempt/Non Profit Code [if applicable to order]: \_\_\_\_\_

**Billing/Mailing Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Email address:** \_\_\_\_\_

History Colorado Membership Number: \_\_\_\_\_

**Item information** (e.g. scan #, Object ID, negative #, call number, etc.) *Please attach separate sheet if necessary*

**Are you seeking re-use permission for material previously purchased?** Yes OR No (if "Yes" please fill in "Intended Use" section below ONLY)

**Intended Use of requested reproduction** (see cost details in "Reproduction Fees" section below):

Personal Use (research or home display)

Publication (book, magazine, report, etc.)

- Publication Title:
- Article Title [if applicable]:
- Author(s):
- Publisher:
- Date of Publication [can be tentative]:
- Anticipated Print Run [how many copies will be produced]:  
Will this be in E-book or digital format? Yes No Yes in addition to print

Television or Film Production

- Title:
- Episode Title [if applicable]:
- Production Company:
- Broadcast or Release Date:

Public Display (provide brief description)

Website Display (provide URL if known)

Other:

**Format requested** -\*\*If you have questions on what is best for your intended use, please inquire!

**Digital:** Low resolution digital file, 100 ppi - \*\*We can only permit 100 ppi for web display  
High resolution digital file, 300 ppi or 600 ppi

**Print:** For dimensions, see details in “Reproduction Fees” section below and specify here: \_\_\_\_\_  
Finish (please circle one): matte, canvas, or luster [similar to glossy]

**Delivery Method:** (Please circle all that apply)

**Digital:** Email      CD      **Print:** Pickup      US Postal Service      FedEx      UPS

**REPRODUCTION FEES**

<b>Prints – black &amp; white or color</b>		<b>High-Resolution Digital File: Publication or display</b>	
5x7	\$16	300dpi	\$17
8x10	\$18	600dpi	\$40
<b>Low Resolution Digital File: web or research use</b>			
11x14	\$30	100dpi	\$8
16x20	\$42		
20x24	\$54	<b>Studio Shoot – for objects that cannot be scanned</b>	
Larger and custom sizes are available, please ask for quote		<b>Set-up Fee -- \$50 plus cost of print(s) or file(s)</b>	
For canvas, add 20% cost per print required		<b>**Added if object has no image, new image is required</b>	

**USE FEES (per image\*\*)**

<b>Personal or Research Use – No fee</b>		<b>Television or Film Production:</b>	
<b>Non-Serial Print Publications</b>		Unlimited broadcast, this product, any medium, in perpetuity	
Up to 1,000 copies	No fee	Non-profit	\$80
1,001-5,000 copies	\$10	Commercial (including feature film)	\$170
5,001+ copies	\$15 per 5,000 copies	<b>Video or DVD for Resale Serial Print Publications</b>	
<b>Serial Print Publications</b>		Up to 1,000 copies	\$15
Up to 5,000 copies	No fee	1,001+ copies	\$30 per 1,000 copies
5,001-10,000 copies	\$10	<b>Website</b>	
10,001+	\$10 per 5,000 copies	Personal or non-profit	\$5
<b>Digital Publications</b>		Commercial	\$20
With print edition	\$15	<b>Public Display</b>	
Digital edition only	\$25	Non-profit	No fee
<b>Merchandise</b>		Commercial	\$25
Printed or wearable material	\$15 per 500 items	Advertising – ask for Price quote	

**\*\*Contact History Colorado for Moving Image Use Fees**

**RUSH FEES**

If a product must be shipped within 1-3 business days, the price is **double the cost** of each print or file ordered.

**SHIPPING**

Electronic delivery	Free	UPS – up to 5 lbs.	\$10
USPS – CD/DVD and prints up to 8x10	\$5	UPS – 5-10 lbs.	\$12
USPS – prints larger than 8x10 up to 20x24	\$10	FedEx paid by History Colorado	\$35
USPS – prints larger than 20x24	\$12	UPS or FedEx shipping charges may also be applied USPS – to an existing account if provided on order form	
International	\$20		

**Staff will contact you within 7 business days to confirm your order.**