**DEPARTMENT OF IMAGING SERVICES - GUIDE TO FILLING OUT THE ORDER FORM. Please do not fill out this form. This is meant as a guide only. Please download the order form from the website.**

Name: ___________________________________________ MdHS Member No. ___________  [If applicable]

Company: _________________________________________  [If applicable]

Address: ____________________________________________

City/State/Zip: _______________________________________

Phone: _____________________________________________  Email: ____________________________

Today’s Date: ____________________________  Due Date Requested: ____________________________

**Standard turnaround time is 14 business days after payment is received. Please confirm rush requests.**

Please check one of the boxes below.

1. Digital Reproduction
2. Image Permission Only
3. Digital Reproduction and Permission

**Service Requested:**

- Digital Reproduction
- Reference or personal use only. Publishing or exhibit is prohibited.
- Image Permission Only
- You’ve rec’d an image from this dept. and now need permission to use it
- Digital Reproduction and Permission

**Delivery Method:**

- USPS Flat Parcel Shipping $10 (Image will arrive on a CD)
- FedEx Standard Overnight Shipping $30 (Image will arrive on a CD)
- Personal FedEx Account, No. ____________________________________________
  Please be sure the # is correct.
- Personal FTP Upload: (Do not check if you do not have a FTP)
  Host Name: ____________________________________________
  Username: ____________________________________________
  Password: ____________________________________________

**Note: MdHS does not upload to FTP replacement websites.**

**Payment Method:** (Orders are not processed until payment has been received)

- Check (Please do not send check until contacted by staff)
- Credit card (Discover, Mastercard, and Visa only)

Name on card: ____________________________

Full name and/or Company: ____________________________

CCV Code: ____________  Three digit code on the back of your credit card

Account Number: _________  _________  _________  _________  Expiration Date: _________  _________

Non-profit Tax ID Number: ____________________________

If applicable, please provide this number or commercial fees and Md. State tax will apply.

**IMAGE PERMISSION INFORMATION – FILL OUT IF YOU ARE SEEKING PERMISSIONS**

Your intended final use. Book, exhibit, etc.: ____________________________________________________

Author/Designer: ____________________________________________  Please fill in all who apply.

Medium(s): ____________________________________________

Title of the project the image you are purchasing will be used in. (Title of book, web site, exhibit, etc.)

Publisher Name & Address: ____________________________________________

Please provide this info. If it is undetermined, please write TBD.

Expected Date of Publication/Exhibit: ____________________________

Please provide this info. If undetermined, please write TBD.

Size of Print Run/Exhibit: ____________________________

Please provide this info for printed materials and television/film productions. If this information is not provided, we cannot provide permissions.

Languages/Geography: ____________________________________________

Size in inches for all usages. If using in printed materials, please state whether or not the image is to be placed on the exterior (cover), interior, or both.

Image Placement and Size: ____________________________________________

URL if Publishing on Web: ____________________________________________

If applicable: Please include URL for password protected eBooks.
**IMAGE REPRODUCTION INFORMATION**

**NOTE:** The Department of Imaging Services provides digital reproductions of items in the collection. We do not provide printed reproductions.

All patrons must fill out this section of the order form!

<table>
<thead>
<tr>
<th>Item ID:</th>
<th>Provided by Special Collections or Museum Dept.</th>
<th>Author/Artist:</th>
<th>Please provide this information if known.</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Please be as detailed as possible when filling in the title of each item as some items are known by several different titles. The more information you can provide, the faster we can locate the item.</td>
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<tr>
<td>Collection:</td>
<td>Please provide this information if known.</td>
<td>Date:</td>
<td>Please provide if known.</td>
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**Type of Reproduction Requested (please check one):**

- **DIGITAL FILE:** DPI SIZE YOU WOULD LIKE TO REQUEST: ___________  □ JPG  □ TIFF
- For Use on □ PC □ MAC

- **PERMISSION ONLY**

  If you are requesting a digital file, please provide the DPI size you would like to request on the line provided. Please refer to the Reproductions and Delivery fee schedule for the DPI size options. Next, check either JPG or TIFF file format. Please do not leave these sections blank.

  If you are requesting permission to use an image owned by MdHS, simply check the Permission Only box.

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