Image Reproduction Agreement Form

To order an image from the University of Wisconsin-River Falls University Archives, carefully read and then sign the agreement below. No order will be accepted without this signed agreement. Then complete Parts 1 and 2 of the Image Reproduction Order Form. Permission to use our images must be requested and paid separately.

As I intend to use images belonging to the University of Wisconsin-River Falls (UWRF) for other than personal use, I understand and agree that:

Reproduction Agreement

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3. I assume all responsibility for questions of copyright, literary rights, or invasion of privacy that may arise from copying or the use made of a copy of an image.

4. I will not publish, reproduce, publicly display, broadcast or distribute this material in any format without first obtaining written permission from the University of Wisconsin-River Falls University Archives and paying permission fees. Such permission is granted only upon our receipt of a completed Permission Request Form.

5. I agree to pay in advance for all costs of the reproductions(s) I have ordered on Part 2 of the Reproduction Order Form. Orders must be prepaid.

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Images Reproduction Order Form – Part 1

To order an image, complete Part 1 and Part 2 of this order form in addition to the Image Reproduction Agreement. If ordering more than two images, photocopy this blank form. Please mail a check or money order (payable to UWRF Foundation) to the mailing address above. We are unable to process credit card orders at this time.

All pages of the form and prepayment are required before an order will be accepted for processing.

Step 1: Image desired

Image ID or Negative Number (if known): ___________________________________________________________

Provide title or brief description of the image: ______________________________________________________

Collection Number or File Name (if known): _________________________________________________________

Step 2: How many copies of this image would you like us to make? __________________________________

Step 3: Product Desired (circle only one): B/W Print Color Print Scan to CD

Step 4: Print (not Scan) Size Desired (circle only one): 5x7 8x10 11x14 16x20 20x24

Step 5: Print Surface Desired (circle only one): Matte (recommended) Glossy

Total Cost of Item(s): ______________________

Use “Fees for Reproduction and Use” to determine item cost.

Step 1: Image desired

Image ID or Negative Number (if known): ___________________________________________________________

Provide title or brief description of the image: ______________________________________________________

Collection Number or File Name (if known): _________________________________________________________

Step 2: How many copies of this image would you like us to make? _________________________________

Step 3: Product Desired (circle only one): B/W Print Color Print Scan to CD

Step 4: Print (not Scan) Size Desired (circle only one): 5x7 8x10 11x14 16x20 20x24

Step 5: Print Surface Desired (circle only one): Matte (recommended) Glossy

Total Cost of Item(s): ______________________

Use “Fees for Reproduction and Use” to determine item cost.
Images Reproduction Order Form – Part 2

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□ For Publication (print, website, PowerPoint, video, CD) or exhibit in any public place
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Signature: ___________________________ Date: ______________

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