Payment must be made at time of order unless other arrangements are made in advance. **Photographs are provided for reference use only. If you are seeking permission for commercial use, exhibit, or publication check here □ and complete permission request form**

PHOTOGRAPH ORDER

State Historical Society of North Dakota

SFN 3734 (Rev. 03-19)

Federal Tax ID# 45-6013195

Ordered By	Date Ordered		Telephone No.
Street Address	City	State	Zip Code

QUANTITY	SCAN SIZE / PPI	PHOTO NUMBER	DESCRIPTION	COST
				$
				$
				$
			ND Sales Tax	$
			Shipping and handling	$
			Total	$

I understand that the State Historical Society of North Dakota is providing the requested copy or copies for my own personal enjoyment or private study, scholarship, or research (as defined by the "Fair Use" clause of the copyright law of the United States, Title 17 United States Code). I understand that if I am using images on a social media site (such as Facebook, Twitter and personal blog posts), they may not be sold or used for profit, and must be posted in low resolution, citing or posting somewhere near the image that is it from the State Historical Society of North Dakota, along with the photo item number. By signing this I agree that any use beyond the ones identified must be applied for through the submission of a Request for One Time Use of Photographic Image form.

_____

Patron's signature

Instructions □ Ship □ Pick up □ Email/Share site

FOR DEPARTMENT USE ONLY

Date Completed	By	Time	Shipped/Picked up

PHOTO REPRODUCTION PRICES

Reference Print of Scan (Preview Print): $ 1.00 each

Scan to cd or email attachment (150 ppi suitable for previewing) $ 8.00 each

Scan to cd or email attachment (600 ppi requires permission to publish) $ 20.00 each

Rush Order (maximum of 5 items): . . . . . double the standard price per item

Postage and handling (cds) $ 1.00 per disk

*Preview copies are only available for previously scanned photographic images.

North Dakota orders must include sales tax

One to five digital images are normally produced within 3 weeks of receipt of order. Orders for more than 5 digital images are considered special orders and must be scheduled by staff. Publication, exhibit, reproduction or other commercial use of photographic images held by the State Historical Society of North Dakota is prohibited unless authorized by an approved "Request for One Time Use of Photographic Image" from the STATE HISTORICAL SOCIETY OF NORTH DAKOTA. In addition, you must credit completely and as specified in the "Request for One Time Use of Photographic Image. Not all images available for reference use can be reproduced for use commercially, in publications or exhibits.

If you have questions or need assistance with this form, call 701-328-2091, Fax 701-328-2650 or write:

State Historical Society of North Dakota, State Archives, 612 East Boulevard, Bismarck, ND 58505-0830

QUANTITY	SCAN SIZE	PHOTO NUMBER	DESCRIPTION	COST