



# MANITOWOC COUNTY HISTORICAL SOCIETY

EST. 1906

## Historic Print Reproduction Order Form

Your purchase provides financial support for MCHS' Digital Initiative. The purpose of the Digital Initiative is to make historical images available to the public. Your support allows us to bridge communities by sharing this historic photograph archive with others, while preserving them for future generations.

### **Your Information:**

Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County (Wisconsin residents only) \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

### **Required:**

- This image is being purchased for home display or personal gift. It will not be duplicated, resold, or publicly displayed in any format.
- This image is being purchased for public display or commercial use (website, social media, book, digital website, etc). An additional fee will be charged for public use.

### **By signing below, you agree to these terms of use:**

- 1) Fees are charged per image, per format and include in-context promotion.
- 2) You will provide the following credit line (replacing the zeroes with the Image ID#) when using images for social media or digital/print commercial use: Manitowoc County Historical Society, MCHS 0000.00.0 (image id number).
- 3) You will not use or authorize others to use the images for any other purpose. For subsequent printings or editions of this project, you will arrange for additional permissions from the Manitowoc County Historical Society.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Image Reproduction Order:**

**Image ID Number** (example: 2017.24.8)\_\_\_\_\_

Title/description: \_\_\_\_\_

Digital download: Yes or No - *A media link will be sent to you to download a digital copy of the image*

Print copy size: 5 x 7; 8 x 10; 11 x 14; 16 x 20; 24 x 36      How many copies would you like? \_\_\_\_\_

**Image ID Number** (example: 2017.24.8)\_\_\_\_\_

Title/description: \_\_\_\_\_

Digital download: Yes or No - *A media link will be sent to you to download a digital copy of the image*

Print copy size: 5 x 7; 8 x 10; 11 x 14; 16 x 20; 24 x 36      How many copies would you like? \_\_\_\_\_

**Image ID Number** (example: 2017.24.8)\_\_\_\_\_

Title/description: \_\_\_\_\_

Digital download: Yes or No - *A media link will be sent to you to download a digital copy of the image*

Print copy size: 5 x 7; 8 x 10; 11 x 14; 16 x 20; 24 x 36      How many copies would you like? \_\_\_\_\_

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**Shipping and Handling:**

Please select your preferred delivery method:

- Mail my order (Orders are mailed via U.S. Postal Service. See shipping and handling below.)
- I will pick up my order at the Manitowoc County Historical Society. Email me when it's ready.
- RUSH my order (additional fee applies).
- This order qualifies for non-profit or Wisconsin Tax Exempt status with ID # \_\_\_\_\_

Please contact us to determine additional rush order fees and for price reductions for tax exempt orders: (920) 684-4445 or Archives@ManitowocCountyHistory.org.

**Payment:**

Send this form and your check to:

Manitowoc County Historical Society Archives  
924 Pinecrest Road  
Manitowoc, WI 54220

Checks are payable to the Manitowoc County Historical Society (MCHS).

To pay with credit card, please visit our website at ManitowocCountyHistory.org and pay your photo reproduction charge as a "General Donation".

**Image Use:**

I intend to use these reproductions

- For **personal** use (in the home or as a gift) *No additional charge.*
- For **publication** (print, website, PowerPoint, video, film, etc.) *Additional publication commercial use fee.*
- For **display** in any public place (museum, business, office, conference room, etc.) *Additional publication commercial use fee.*

**COMMERCIAL USE project information:**

Title of project \_\_\_\_\_

Author, editor, or director \_\_\_\_\_

Estimated date of publication \_\_\_\_\_

Non-profit or Wisconsin Tax Exempt ID # \_\_\_\_\_

Is the public image use for an educational purpose? If yes, please describe below.

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**FORMAT**

Please check all that apply to your project.

- Book/ Article/E-Book
- TV Broadcast
- Video/DVD
- Sales Film
- Website
- Advertising
- Exhibit/Display Other \_\_\_\_\_

## Historic Print Reproduction Order Form Fees:

Cost of image(s)	
MCHS Member Discount (10% off)	- \$

### TOTAL COST

Subtotal of cost of image(s)	
Rush delivery fee (if applicable)	
Shipping and handling fee (no charge for in-person pick-up)	
<b>Subtotal</b>	
Wisconsin Sales Tax Rate (for my county) X	%
Wisconsin Sales Tax	
<b>TOTAL</b>	

## IMAGE PRICES AND SHIPPING AND HANDLING

### Standard Print Sizes

Images are not cropped in printing. Prints will be as close as possible to the standard size ordered.

<u>Size Print</u>	<u>Fee</u>
5x7	\$20.00
8x10	\$30.00
11x14	\$40.00
16x20	\$50.00
24x36	\$60.00

### Digital Files

<u>Size</u>	<u>Fee</u>
400 ppi (standard size original)	\$20.00

### Shipping and Handling

Orders are typically mailed within two weeks of receipt. Requests for images not yet scanned may take longer. Our shipping and handling charges are based on the total cost of the order:

<u>Total Cost of Order</u>	<u>Shipping and Handling Fee</u>
up to \$30.00	\$7.95
from \$30.01 - \$50.00	\$9.95
from \$50.01 - \$100.00	\$14.95
from \$100.01 - \$250.00	\$18.95
from \$250.01 and up	\$24.95

HI, AK, Canada add additional \$5.00. Other International add \$25.00.

Shipping Notes: Prints 11x14 or larger are shipped in reinforced tubes. Prints smaller than 11x14 are shipped in envelopes with cardboard.

Rush delivery available. Standard return time is 2 to 4 weeks.