

Photograph Order Form



NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	

I agree to the conditions under which copies are supplied (see reverse)

I declare that I require the copy/copies described on this form for the purposes of research or study and that it/they will not be used for any other purpose, including further reproduction or distribution

Signature: _____ **Date:** _____

ITEMS REQUESTED			
CALL NUMBER	TITLE OF PHOTOGRAPH	8" x 10" PRINT*	DIGITAL COPY

*Quotes for other sizes available upon request

FEE PAYABLE : (RC 900)

\$22 for each image (incl GST)	
Postage & Handling (Hard copy only)	\$2.50
TOTAL	

PAYMENT METHOD:

Mastercard VISA

CARD NUMBER: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Cheque

EXPIRY: _ _ / _ _

(Payable to 'City of Boroondara')

NAME ON CARD:

SIGNATURE:



Service Times

15 Working Days	Standard
10 Working Days	Add 50% of Purchase Price
5 Working Days	Add 75% of Purchase price (dependant on availability of printer)

CONDITIONS

1. The applicant undertakes to make separate, formal application for permission to publish or reproduce copies of any photograph from the City of Boroondara Library Service Local History collection.
2. The City of Boroondara Library Service accepts no responsibility for any infringement of copyright originating from the use of copies of material held by City of Boroondara Library Service; all responsibility is assumed by the applicant.
3. **PAYMENT IN ADVANCE IS REQUIRED.** Payment may be made by cash, cheque or postal order at any of the City of Boroondara Libraries, or by mail accompanying this form. Cheques and postal orders should be made payable to "City of Boroondara Library Service".
4. The City of Boroondara Library Service reserves the right to make surcharges for extra work required in copying or processing orders. Applicants will be notified before order is commenced.
5. An order for a copy of a photograph cannot be changed once the work has commenced. The original order must be paid for and a new order placed.
6. An applicant who cancels an order will be charged for the copying service, if work has commenced.
7. Applicants should be aware that, because of the age and historical nature of the photographic collection, the quality of reproduction will vary depending on the quality of the original and of its negative. The City of Boroondara Library Service accepts no responsibility for the quality of the reproduction and all orders placed will be charged for.

STAFF USE ONLY

ORDER RECEIVED BY:

DATE:

COMPLETED BY:

DATE: