Photo Order Terms of Agreement

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2. All reproduced photos must be credited as follows: “Buffalo Bill Museum and Grave, Lookout Mountain, Golden, Colorado.” When known, proper credit must also be given to the photographer.
   a. With printed material it is preferred that the credit line appears on the same or facing page of the photograph or with “Sources of Photographs” appendix. Each individual item must be credited.
   b. With exhibitions, credit must be shown below the photograph or as part of the label copy in the exhibit area.
   c. For film and/or video productions acknowledgement must be given as part of film credits.

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Fee Schedule

Processing

High Resolution digital images (.tif): $10.00 per image

CD (if needed)*: $2 per CD (up to 25 images per CD)
Postage and Handling:
  Within Continental US $5.00 per CD

* When file size allows, orders of 10 images or fewer will be emailed unless otherwise requested.

Use Fees
In addition to processing fees, additional use fees may apply. Please review the list below and select any additional fees based on your intended use.

A. Personal (one-time reproduction for home/office display, research paper, etc) No fee

B. Fee per photograph for books, serials, newsletters, magazines, etc.
   1 - 5,000 copies $10.00/image
   5001 to 10,000 $30.00/image
   10,001, to 25,000 $50.00/image
   Over 25,000 copies $100.00/image

C. Fee per photograph for film, video, television, etc.
   1 – 2 images $50/image
   3 - 20 images $25/image
   20+ … please contact the Museum Director for quote

D. Fee per photograph for other commercial purposes (posters, postcards, note cards, clothing, etc.)
   … please contact Museum Director.

E. Use in static exhibits or displays: $25/image

Payment is due prior to delivery of any graphic image. All payments must be in U.S. Dollars written on a US bank. Digital images will be sent upon receipt of cash, money order, traveler’s check, personal or business checks (please make checks payable to “Manager of Finance.”)
Digital Image Order Form

Please complete this form, print, and mail with payment to:
Buffalo Bill Museum and Grave
987 ½ Lookout Mountain Road
Golden, CO  80401

Name ________________________________________________________________
Organization __________________________________________________________
Address ______________________________________________________________
City/St/Zip _____________________________________________________________
Phone ___________________________ FAX ________________________________
Email ________________________________________________________________

I have read and agree to the Terms of Agreement ____________________________ (signature/date)

List catalog number and brief description for each item (attach a second sheet if needed)
Number Description
________________________________________________________________________
________________________________________________________________________
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Check the intended use for these items.
___ Personal (one-time reproduction for home/office display, research paper, etc)  No fee
___ Books, serials, newsletters, magazines, etc
___ Film, video, television, etc
___ Commercial purposes
___ Static exhibits or displays:

   _____ Items @ ______ per item (consult fee schedule): _________

Processing:

   ___ Images @ $10.00 = _________

   ___ CD (if needed) @ $2.00 = _________

   ___ Shipping/Handling @ $5.00 Total Amount Due: _________

Please make checks payable to Manager of Finance

Thank you for your order!  Please allow up to two weeks for delivery.