

**ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY  
PHOTOGRAPHIC / DIGITIZED IMAGE SERVICE REQUEST**

**MAIL TO: Alabama Dept. of Archives and History, Attn: Photo Orders, PO Box 300100, Montgomery, AL 36130-0100.  
FAX TO: Attn: Photo Orders, 334-240-3125**

To order photographic prints or digital files, print and complete this form, and **mail or fax with payment** to the address above. **Checks and money orders** should be payable to ADAH. (Please include a driver's license number on personal checks. A fee of \$30 may be assessed for returned checks.) **Visa, MasterCard, and American Express** are also accepted.

- Items up to 12 x 17 inches are reproduced digitally in-house, and copy prints up to 13 x 19 (including enlargements) are produced in-house.
- Images and manuscripts are scanned at **600 DPI**, and most typewritten material is scanned at **300 DPI**.
- Photographic prints are made at the same size as the original unless otherwise requested.
- Fees will be assessed on a case-by-case basis for items larger than 12 x 17 inches because they may need to be reproduced by a vendor.
- Allow **TWO to THREE weeks** for the order to be filled. Rush order fee of \$50.00 per image (includes \$15.00 reproduction fee) for two-day turnaround. Not available for reproductions larger than 13x19 inches.
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- A reference fee of \$15.00 for in-state residents or \$25.00 for out-of-state residents may be charged if the patron is unable to provide complete citation for the material requested. A complete citation consists of one of the following: file name; PN (negative) number; or collection, box, and folder numbers.

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Date \_\_\_\_\_ Handling Instructions: Pickup \_\_\_\_\_ Mail \_\_\_\_\_ E-mail (JPEG only) \_\_\_\_\_

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File name	Description of image	Copy print	Digital file
<b>Photographic prints will be the same size as the original photo unless otherwise requested</b>		<b>Quantity</b>	<b>Subtotal</b>
<b>Photographic print reproduction fee</b> 8 x 10 or smaller – \$15 each			
<b>Photographic print reproduction fee</b> larger than 8 x10 (up to 13 x 19) – \$28 each			
<b>Digital images (including ADAH maps online at <a href="http://alabamamaps.ua.edu">http://alabamamaps.ua.edu</a>)</b> – \$15 each (600-DPI TIFFs on CD or 600-DPI JPEGs through e-mail)			
<b>Photographic prints larger than 13 x 19 and digitized images of originals larger than 12 x 17 which are not already digitized</b> – fee assessed based on dimensions of item requested			
<b>RUSH ORDER FEE</b> for two-day turnaround (includes the \$15 reproduction fee) – \$50 each			
<b>REPRODUCTION RIGHTS FEE</b> – Commercial use – \$100 each Non-profit / educational use – no charge			
<b>REFERENCE FEE</b> – \$15 in-state / \$25 out-of-state fee may be assessed if no file name exists and location of originals (box number, folder number) is unknown			
<b>TOTAL AMOUNT PAID * Payment must accompany order *</b>			
Credit card type _____ Card # _____ Exp date _____			
Name on card _____			

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