

# PHOTOGRAPHIC ORDER FORM

PLEASE PRINT ALL DETAILS

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Item No.	TFS	Title of image/document plus details of source including call number, page number, date, etc.	B&W		Tran	DIGITAL						
			16 x 21cm	21 x 25cm	10 x 12cm	A5 Print	A4 Print	Tiff	Jpeg	CYMK /RGB or Greyscale	Resolution (Options Below)	

I will use the images for reference only. I will not publish or copy them without further written permission from the National Library. I will refer any inquiries about using the images to the National Library; **OR**

I wish to publish, copy or display the images & attach a Request for Permission to Publish form.

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

**PAYMENT (PRE-PAYMENT IS REQUIRED)**

Total Amount \$

Payment by Cash  Payment by Cheque  Charge to my Credit Card

Bankcard  Mastercard  Visa  Amex

Card Number

Security Code: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Photographics	Initial	Time	Date	Contact Officer		
Order Rec'd				Date Rec'd		
Shot				Processing Cost		<b>MINIMUM PROCESSING TIME IS 10 WORKING DAYS UNLESS PRIORITY SURCHARGE IS PAID</b>
Processed				Postage		
Printed				Receipt No.		
Finished				TBI	Y / N	
Order Sent				Order Sent		Resolution Options (a) High Resolution - 320dpi @ A4 size suitable for reproduction in books up to A4
Order Number				From Section		(b) Low Resolution - 72 dpi @ screen size suitable for screen based images eg. web pages