



PHOTOGRAPHIC SERVICES ORDER FORM

Old Salem Museums & Gardens Photographic Services Office photos@oldsalem.org 336.721.7365

Please read, complete, and sign the order form. All uses are subject to approval and will incur fees. See the fee schedule below. Images saved directly from the museum online collections catalog are free to use in slideshows, on the web, or other digital platforms.

Contact:						
Name:						
Organization:						
Address:						
Phone:						
Email:						
Name of Publication						
Publisher:						
Date of Publication						
Type of Publicatio						
Scholarly	Textbook	Non-Profit	Trade	Film/7	ΓV Video	
Requested Images:						
Acc. or Neg. #	Title/Description		Artist/Maker		Format (Digital or Print)	

Fees per image:

Digital Images

Existing digital image	\$10.00					
Scan photograph/transparency	\$20.00					
New Photography	\$150.00					
Reproduction Fees (world rights for all editions and promotions)						
One-time use of image (print & digital rig	thts)\$50.00					
One-time use of the image in video / film	\$50.00					
One-time use of image on a cover (print & digital rights)\$150.00						
This is an order form only. A separate invoice will be sent via PayPal. Orders will be completed once payment is received. You will receive a letter granting permission to reproduce when the order is complete. High-resolutions images will be sent via a third-party sender such as WeTransfer or SMASH.						
Please read and sign the following statement. Return one copy. Please retain a copy for your records:						
I understand that permission must be requested from Old Salem Mus	seums & Gardens to reproduce these images in any form.					

Signature		Date
For Staff Use Only		
Order Number:		
Date of Order:	Date Paid:	Date Mailed:

(page 2 of 2)