

PEABODY



**HISTORICAL SOCIETY
& MUSEUM**

Appendix F: Commercial Photographic Reproduction Form

**Application for Permission to Reproduce Photographs and other Archival
Materials- Publication & Commercial Use Only**

Publication and commercial use includes editorial, advertising, marketing, cinema, broadcast cable and video applications, books, social media, interactive media and website use.

Please complete this form and return it with a check payable to

Peabody Historical Society & Museum
35 Washington Street
Peabody, MA 01960

PRINT FEES

Black & White:

| | |
|---------|---------|
| 5 x 7 | \$10.00 |
| 8 x 10 | \$20.00 |
| 11 x 14 | \$30.00 |
| 16 x 20 | \$35.00 |
| 20 x 30 | \$40.00 |

Color:

| | |
|---------|---------|
| 5 x 7 | \$15.00 |
| 8 x 10 | \$25.00 |
| 11 x 14 | \$35.00 |
| 16 x 20 | \$40.00 |
| 20 x 30 | \$45.00 |

Digital Scan: \$10.00

PERMISSION FEES PER ORDER

Commercial: \$25
Non-Profit: \$15

SHIPPING & HANDLING FEE

Number of Photographs

| | |
|------|---------|
| 1-3 | \$5.00 |
| 4-7 | \$7.00 |
| 8-10 | \$12.50 |

Appendix F: Photo Rights and Reproduction for Commercial Use Form

REPRODUCTION FORM – COMMERCIAL USE Page 2 of 3

ORDERED BY:

DELIVERED TO (if different):

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ State: ___ Zip: _____

City: _____ State: ___ Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Description of Image(s) or Document(s) Requested:

Project or Proposed Use of Image(s) or Document(s) Requested:

Expected Date of Publication, Release or Other Commercial Use:

| Subject/Title and Catalog No. (if available) | Qty | Size | Unit Price | Total Print Fees | Permission Fee (\$15/\$25 per order) | Total |
|---|-----|------|------------|------------------|---|-------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Total Prints \$ _____

Postage & Handling \$ _____

Total Due \$ _____

Appendix F: Photo Rights and Reproduction for Commercial Use Form

REPRODUCTION FORM – COMMERCIAL USE Page 3 of 3

Reproduction Policies & Procedures for Photographs and other Archival Materials:

Prepayment is required for all orders. The Society accepts cash or checks.
Regular delivery time is 4-6 weeks. A rush order may be approved for an additional fee.

Under no circumstances will the Society's original photographs, negatives or transparencies be loaned to other individuals or institutions.

Permission for reproduction is limited to the applicant for a **one-time nontransferable use** in a single format. Any subsequent use is subject to additional fees.

The credit line should indicate where appropriate **Courtesy of the Peabody Historical Society & Museum.**

Copyright of all images remains the property of the Peabody Historical Society & Museum.

Permission is given on a case by case basis at the sole discretion of the Peabody Historical Society & Museum.

The Peabody Historical Society & Museum may require a minimum of one complimentary copy of the publication in which the image is being reproduced.

I have read the terms above and agree to comply with the limitations placed on the use of the images I am reproducing.

Purchaser's Signature: _____

Date: _____

Museum Approval: _____

Date: _____