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**PHOTOGRAPHIC REQUEST FORM**

After you have completed this form, please send or fax it to the attention of the Associate Registrar for the Permanent Collection. Please allow 8–12 weeks for processing.

DATE: \_\_\_\_\_

**REQUESTOR INFORMATION:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Title: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 Shipping Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Deadline for receipt of materials: \_\_\_\_\_

**OBJECT INFORMATION** (\*=required information):

<u>Artist*</u>	<u>Title*</u>	<u>Date</u>	<u>Accession Number</u>

**TYPE OF IMAGE REQUESTED** (See Photographic Materials Fees schedule for a more complete listing):

- \_\_\_\_\_ 4" x 5" Color transparency – six-month rental only: \$75
- \_\_\_\_\_ 8" x 10" Black and white photograph – purchase: in stock, \$15; from a negative, \$40; from a transparency, \$60
- \_\_\_\_\_ 75 or 300 ppi Digital file – purchase: sent via email, \$20; burned to CD, \$30
- \_\_\_\_\_ 35mm Color slide (for personal/research use only) – purchase: price varies by quantity
- \_\_\_\_\_ Color photograph (for personal/research use only) – purchase: price varies by size requested
- \_\_\_\_\_ New photography (if no image is currently available): \$200

**REASON FOR REQUEST:** \_\_\_\_\_ Personal/Research Use \_\_\_\_\_ Publication

**PUBLICATION INFORMATION** (See Photographic Reproduction Fees schedule for pricing):

*The Smart Museum of Art grants non-exclusive one-time usage (one publication, for one edition, in one language) only.*

Title: \_\_\_\_\_  
 Author/Editor: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Publication Date: \_\_\_\_\_  
 Type of publication: \_\_\_\_\_ Print run: \_\_\_\_\_ 1-5,000 \_\_\_\_\_ 5,000+  
 Use: \_\_\_\_\_ Interior \_\_\_\_\_ Cover \_\_\_\_\_ Web Site \_\_\_\_\_ Other: \_\_\_\_\_  
 \_\_\_\_\_ Color \_\_\_\_\_ Black and white URL (web site requests only): \_\_\_\_\_

Once your request has been received and processed, you will receive an invoice for the total amount due. Photographic materials will be provided upon the full payment of assigned fees and, if for publication, the Smart Museum of Art's receipt of duplicate executed contracts with original signatures. All payments must be made in U.S. dollars. Payment may be made by a check made out to the Smart Museum of Art, by Visa or MasterCard, or by wire transfer (for international orders only). No refunds are given for unused images.