



## Manassas Museum System Photographic Services Order Form

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Name Phone Email

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Mailing Address

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City State Zip

Name of Image	Accession Number	Size (600 DPI unless otherwise noted)	Cost

Reproduction or Broadcast Cost (see fee schedule below/page 2)	Cost

<b>Subtotal</b>	
<b>Tax (6%)</b>	
<b>Shipping and Handling (if applicable)</b>	
<b>Total</b>	

## Reproduction and Broadcast Costs

Effective January 1, 2023

*The Museum reserves the right to refuse reproduction of certain archival and photographic materials if, in the estimation of the Curator, the materials in question are too fragile for handling.*

### **Research**

First 30 minutes	Free
Additional 30 minutes	\$25 per 30 minutes or any portion thereof

### **Digital images**

Sent via email (first image no charge)	\$10.00 per image
Copied to thumb drive	\$25.00 per image

### **Permission to Reproduce in Print**

Scholarly works	\$ 50.00
Commercial works	\$100.00
Scholarly works – cover	\$100.00
Commercial works – cover	\$200.00

This is defined as any printed material, including but not limited to, books, magazines, journals, webpages, or exhibitions.

### **Permission to Broadcast**

Broadcast, Scholarly	quoted
Broadcast, Commercial	quoted

This is defined as any type of audio or video transmission, including but limited to, radio, television, podcasts, or other online media.

All other requests not listed including new photography, recordings, items needing special handling, etc. will be priced upon request.

To pay by check or money order please send completed order form with payment made out to the Manassas Museum to the attention of Mary Helen Dellinger at the address below. Payment must be received before order is processed. Orders are processed on a first come, first served basis. To pay by credit card please call the Museum Store at 703-257-8457.

