

CUSTOMER NAME (please print)			INSTITUTION/COMPANY (if applicable)		RUSH?
STREET/APT./UNIT#			CITY	PROVINCE	
POSTAL CODE	COUNTRY	PHONE BUS	PHONE HOME	EMAIL	
DATE ORDER RECEIVED <small>STAFF ONLY – DO NOT USE</small>		DATE ORDER COMPLETED <small>STAFF ONLY – DO NOT USE</small>		ORDER TAKEN BY <small>STAFF ONLY – DO NOT USE</small>	DEPARTMENT <small>STAFF ONLY – DO NOT USE</small>

ID NO.	AUTHOR/ARTIST, TITLE AND DATE VOLUME OR PAGE NO.	PRINTED OR DIGITAL FILE?	COLOUR, SEPIA OR B&W?	DELIVERY METHOD (SEE OVER)	IMAGE ON TPL WEBSITE?
1					
2					
3					
4					
5					
6					

**Copyright**

The Toronto Public library can neither grant nor deny permission to copy or publish photographs and other reproductions purchased from this office. It is the recipient's obligation to determine and satisfy copyright or other use restrictions (such as donor restrictions, privacy rights, publicity rights, licensing and trademarks) when using, publishing or otherwise distributing materials received from Toronto Public Library. If material reproduced from the Library's collections is published, a credit line, "Courtesy of Toronto Public Library" is appreciated.

**License fees**

Please indicate if the image is intended to be used for commercial merchandise.

Yes  No

Reproduction of images on commercial merchandise may involve licensing fees.

<b>X</b>
----------

**CUSTOMER SIGNATURE REQUIRED**

I request that the reproduction work on this form be done by the Toronto Public Library and I agree to the conditions above.

**SPECIAL INSTRUCTIONS**

CAPTION INFORMATION WILL BE INCLUDED UNLESS OTHERWISE INDICATED: CAPTION? NO   
 RUSH ORDERS (2-DAY TURNAROUND) WILL BE CHARGED DOUBLE. RUSH? YES   
 DIGITAL MODE: Colour (RGB)  Grayscale   
 DIGITAL RESOLUTION 300 dpi  600 dpi   
 OR  \_\_\_\_\_ dpi at \_\_\_\_\_ x \_\_\_\_\_ inches OR for Web/PowerPoint  OR for print  (\_\_\_\_\_” x \_\_\_\_\_”)

<p><b>PAYMENT INFORMATION</b></p> <p><input type="checkbox"/> Cash      <input type="checkbox"/> Money Order</p> <p><input type="checkbox"/> Cheque made payable to <i>Toronto Public Library</i></p> <p><input type="checkbox"/> Visa      <input type="checkbox"/> Master Card      <input type="checkbox"/> American Express</p> <p>Number _____</p> <p>Credit Card Expiry Date _____</p> <p>Name (please print) _____</p> <p>Signature _____</p>	<p><b>DELIVERY INFORMATION</b></p> <p><input type="checkbox"/> Pick-up    <input type="checkbox"/> Mail    <input type="checkbox"/> File sharing service</p> <p><input type="checkbox"/> E-mail</p> <p>Address _____</p> <p><input type="checkbox"/> FTP</p> <p>URL _____</p> <p>Username _____</p> <p>Password _____</p> <p><input type="checkbox"/> Courier Delivery</p> <p>Valid account number _____</p> <p>Courier company _____</p> <p>Customer PO _____</p> <p><input type="checkbox"/> PST exemption number _____</p>
--	---

COST OF REPRODUCTIONS	NO. ITEMS	UNIT COST	TOTAL
		\$	\$
<b>DIGITAL FILES</b>			
<b>D1</b> Existing images	_____ x	25.00	= _____
<b>D2</b> Newly digitized images (original up to 11"x17")	_____ x	25.00	= _____
<b>D3</b> Newly digitized images (original larger than 11"x17" up to 40"x60")	_____ x	50.00	= _____
Camera setup fee (charged once per order for larger, newly digitized images only)	_____ x	50.00	= _____
		SUBTOTAL	[ ]
<b>PRINT PRODUCTS</b>			
<b>P1</b> 8"x10" print	_____ x	25.00	= _____
<b>P2</b> 11"x14" print	_____ x	40.00	= _____
<b>P3</b> 16"x20" print	_____ x	50.00	= _____
		SUBTOTAL	[ ]
<b>DELIVERY</b>			
Rush order (2 business days)	100%		= _____
Portable media – CD/DVD	_____ x	2.00	= _____
Portable media – USB	_____ x	10.00	= _____
Mailing (in Canada, \$3.50 minimum)			= _____
Mailing (international, \$5.00 minimum)			= _____
		SUBTOTAL	[ ]
		<b>HST (13%)</b>	_____
		<b>TOTAL COST</b>	[ ]