

# Center for Adventist Research

## Visual Image Order and Use Agreement Form

Name: \_\_\_\_\_ A.U. ID# (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address (important): \_\_\_\_\_

Fulfillment of this request may take up to two weeks, and only after receipt of this completed and signed form along with payment. **We reserve the right to refuse any and all orders even with advance payment. A full refund will be made on all orders that are refused.** Additionally, we may not be able to provide copies of certain visual images in our collection due to copyright or other reasons.

### Intended Use Statement

[i.e. personal interest, genealogy, dissertation/thesis, article, book, public exhibit, film/video, website, or other use (list)] What is expected publication run?

By signing this "Visual Image Order and Use Agreement Form", I agree that the images I have requested will be used only as I have indicated above. I assume any and all liability for possible copyright infringement for the use made of the image copy requested. The Center assumes the requestor will care for copyright clearance.

Agreed to: Signature of Applicant \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

### What do you want a copy of:

Call number: P \_\_\_\_\_ Title or name: \_\_\_\_\_

Call number: P \_\_\_\_\_ Title or name: \_\_\_\_\_

Call number: P \_\_\_\_\_ Title or name: \_\_\_\_\_

(get this information from the photograph index on the web: <http://www.centerforadventistresearch.org/photos/>)

Other: \_\_\_\_\_

### Format of the copy:

E-mail attachment \_\_\_\_\_ e-mail address (print clearly in name and address area above)

On CD/DVD \_\_\_\_\_ (a shipping cost will be added)

Transfer via the internet \_\_\_\_\_ After payment arrangements we will upload the image to a suitable location and send you access information.

Format: jpg \_\_\_\_\_ gif \_\_\_\_\_ tif \_\_\_\_\_ bmp \_\_\_\_\_ psd (PhotoShop) \_\_\_\_\_ Resolution needed (DPI) (600 max) \_\_\_\_\_

Special request (if possible) \_\_\_\_\_

### Cost:

Options	Photo/Image in Database	Photo/Image NOT in Database
Andrews University mailing address, individual attending/working at AU representing only themselves, or Seventh-day Adventist Church entities. For individuals, image request is for their personal use, not for publication of any kind. Adventist Church entities and Andrews University may use image for any use.	\$5.00 first \$1.00 each additional	\$15.00 first \$7.50 each additional
Individuals and non-profit organizations. For personal use only, not for publication.	\$10.00 first \$2.00 each additional	\$20.00 first \$10.00 each additional
Individuals and non-profit organizations. One time use such as in a printed publication (includes reprint of publication).	\$25.00 first \$5.00 each additional	\$35.00 first \$15.00 each additional
Individuals and non-profit organizations. Multi-use including posting on a web site, video production, etc.	\$40.00 first \$5.00 each additional	\$50.00 first \$20.00 each additional
For-profit entities. One time use such as in a printed publication (includes reprint of publication).	\$60.00 each	\$70.00 each
For-profit entities. Multi-use including posting on a web site, video production, etc.	\$80.00 each	\$90.00 each

Cost of images (from table) US\$ \_\_\_\_\_ + shipping (US\$7.35 for Priority mail to USA & Canada) = Total Cost US\$ \_\_\_\_\_  
For international we suggest doing a download from our website

### Payment:

Payment is expected before the copies are sent unless other arrangements are made.

☐ Checks payable (in US dollars) to Andrews University. ("Center for Adventist Research" can be added to the Memo line)

☐ Credit card:       please use our website [centerforadventistresearch.org](http://centerforadventistresearch.org). Click Shop, then [Scan, Photocopy, and Other Service Payments](#).

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Office Use: Date Request Received \_\_\_\_\_ Fulfilled by: \_\_\_\_\_ Verified: \_\_\_\_\_ Sent: \_\_\_\_\_