

DENVER, SOUTH PARK & PACIFIC HISTORICAL SOCIETY

Photographic Processing Fees

The cost of reproducing black and white copy prints by desired size is listed below. Prices for sizes other than those specified will be quoted upon request. Commercial usage of photographs is subject to additional fees. Orders must be accompanied by prepayment. Orders will be filled within two weeks of receipt. Make checks or money orders payable to the Denver South Park & Pacific Historical Society (DSP&PHS).

Size: 5"x7" Black and White	\$10.00
Size: 8"x10"Black and White	\$15.00
Postage and Handling fees: (within the United States)	\$6.00
Commercial Usage Fees: (per image in addition to processing fees)	
Books and similar printed items:	
1. Minimum, editions under 5,000 copies	\$10.00
2. 5,001 to 9,999 copies	\$25.00
3. 10,000 to 24,999 copies	\$50.00
4. 25,000 or more copies	\$75.00
Magazines, newspapers and/or serials:	
1. Minimum, circulation under 50,000	\$10.00
2. Circulation 50,000 to 99,999	\$25.00
3. Circulation over 100,000	\$50.00
Videotapes, DVDs and CDs:	
1. Minimum, fewer than 1,000 copies	\$25.00
2. Over 1,000 copies	\$50.00
Advertising and Commercial usage (per image):	
1. Commercial display (office, store and restaurant)	\$25.00
2. Commercial motion picture or television	\$50.00
3. Posters, postcards and similar mass-produced items	\$50.00
4. Advertising (including websites and internet)	\$25.00
Book jackets and magazine covers:	
1. Minimum, under 5,000 copies	\$50.00
2. Over 5,000 copies	\$75.00

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Photographic Order Form

Photograph Description	Quantity	Size	Price

Special Instructions:

Specific Statement of Proposed Use:

Reproductions of prints are subject to usage fees.

In consideration of our supplying you with the above, you agree to the following: 1) Payment of the total fees listed below, such payment to be made in advance; 2) To use the photographs only once and then only for the purpose as already stated on this form; 3) To credit each reproduction to the Denver, South Park & Pacific Historical Society; 4) Not to use or authorize others to use these items for any purpose differing from the specified use stated above; and 5) to provide a free copy of the item containing the material that is produced or published. The user assumes responsibility for questions of copyright that may arise.

Signed: _____ Total from Above \$ _____

Date: _____ Usage Fees: \$ _____

Name: _____ Postage: \$ _____

Address: _____ Total Received: \$ _____

Telephone: _____

Agency: _____

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Photographic Procedures and Use Policies

The Denver South Park & Pacific Historical Society desires to have its pictorial material as widely available as possible. Your interests and ours will be better served by reading and following these procedures and policies.

1. Prepayment of photograph orders is required.
2. In addition to processing fees, reproduction fees are charged for the commercial usage of photographs, which fees may be waived until time of publication.
3. DSP&P Historical Society reserves the right to limit the number of photographic copies; to restrict the use for reproduction of rare and valuable material; to ensure that reproductions are in good taste; to make special fee quotations for material involving unusual difficulty in copying; and to charge a higher copying fee than specified for a small number of unique or special items.
4. The user assumes all responsibility of copyright if the material is not used as stated in the photographic order form. Permission to use is all that is granted by this form. Copyright ownership of any reproduced photographic material remains with the DSP&P Historical Society.
5. Permission will be granted for one-time use only. Any subsequent use of a photograph may require payment of additional fees.
6. All reproduced photographs must be credited as follows: *Denver South Park & Pacific Historical Society Collection*.
7. A complimentary copy of any publication or reproduction using materials from the DSP&P Historical Society must be sent to the DSP&PHS within three (3) months of the publication date.
8. Requests for copies of graphic items intended for single mass reproduction into formats such as posters, postcards, calendars, or notepaper, etc., may be subject to special contractual procedure.
9. All photographic reproductions must be purchased from the Denver South Park & Pacific Historical Society.
10. The Board of Directors of the Denver South Park & Pacific Historical Society may waive or negotiate fees for special non-commercial projects or other non-profit organizations.