



Venice Museum & Archives
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Image Order and Application for Use of Image

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Image ID#	Description	Digital or print	Print size	Paper type: glossy/matte	Price \$

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Image Order Instructions and Fees

1. **Complete and sign the Image Order and Application for Use of Image form**
For each selected image, include the image ID# (e.g. PH02416 or 2008.16.01.) Include as much information about your selection as possible to ensure the accuracy of your order; a copy of the image is especially helpful, as similar images exist within the VMA collection. The VMA is unable to process unsigned, incomplete, or unpaid orders. Allow a minimum of two weeks for processing. Rush services will incur a 200% surcharge of the entire order and will be rendered within three business days. Fax, email or hand deliver order to VMA.
2. **Printed Image Fees (includes sales tax)**

	<u>B&W</u>	<u>Color/Sepia</u>
8.5 x 11, copy paper, VMA watermark	\$25	\$1
8.5 x 11, premium glossy photo paper, no watermark	\$25	\$30
11 x 17, premium glossy photo paper, no watermark	\$35	\$40
17 x 22, premium glossy photo or matte paper, no watermark	\$45	\$50
3. **Digital Image Fees (includes sales tax)**
One-time use
Scanned at 300 dpi
Delivered via email to applicant

<u>Personal Use</u>		
Image	\$25	
CD, plus image fee(s)	\$5	
<u>Commercial Use</u>		
Editorial use (e.g., books, brochures)	\$35	
Non-editorial use: Submit written proposal including purpose, quantity, and sales price. Fee determined by intended purpose.	TBD	
Website, one year, renewable	\$150	
4. **Delivery**

Email	n/c
CD postage	\$5
8.5 x 11 prints postage	\$10 up to 10 prints
Oversized (larger than 8.5 x 11) mailing tube postage	\$15 up to 10 prints
5. **Payment**
Payment is due at time of order. Cash or check only.
Make checks payable to City of Venice; must be drawn from a U.S. bank