

Photograph Order Form

THIS IS THE ONLY FORMAL INVOICE YOU WILL RECEIVE

Payment must be included with this invoice before processing will begin.

Please itemize each image. Include number and brief description of each image/historical document.

Refer to the Fee Schedule included in this agreement.

Name: _____

	Photo/Historical Document ID/Accession Number	Title/Caption/Description	Fee
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Reproduction Delivery Method	
	Online (email/dropbox/etc.)
	Delivery (\$2.00 charge for mail)

Subtotal	
Research Charge	
Rush Fee	
Delivery Fee	
TOTAL	

GCHM USE ONLY
Date Received: _____
Staff Initials: _____