**Image Order Form**Top of Form

**Contact Information**

First Name:



Last Name:



Address:

Street Address

 Address Line 2

 City

 State / Province / Region

 ZIP / Postal Code

Bottom of Form

Phone

Email

 Tax Exempt ID (if placing the order for a non-profit organization)

**Order Information**

Date of Request:

MM/DD/YYYY

Date Needed By (please allow 7 business days for order processing):

MM/DD/YYYY

Format Type (please check one below – each image file is $20.00 each, regardless of file format):

300 dpi Digital Image file (JPG)

600 dpi Digital Image file (TIF)

Please note: all image files will be delivered to your email account using the WeTransfer FTP service by SAHS. We also cannot scan original materials above 11”x17” in size for image orders.

Are you a SAHS Member? (Members receive a 10% discount on all orders)

Yes

No

Is this for a Non-Profit Organization?

Yes

No

Image(s) Description:



**Use Information & Licensing**

Please check all that apply below, for image use:

Personal or Editorial use of image: in books; newspapers; magazines; websites (fee: $0 – included with price of $20 image file)

Commercial use of image: any advertising, print or online (fee: $100 per image)

**Submit Order**

Press “Submit” to place your order. Once we have received the form, one of our staff will contact to arrange payment of the order fees. Payment is required prior to image delivery.

[hotlink button here that send the completed order to sahsfncc@gmail.com]