



REPRODUCTION ORDER FORM

CONTACT INFO

NAME	
TITLE/ORGANIZATION (IF APPROPRIATE)	
ADDRESS	
TELEPHONE	EMAIL

INTENDED USE OF REPRODUCTION(S)

- research, private study, criticism, review, education, or other non-commercial use (“Fair Dealing use”)
- any other use

PRICES

JPEG or TIFF scan, 300 dpi : \$15 per image

JPEG or TIFF scan to custom dimensions: \$20 per image (specify dimensions under format)

PDF copy: \$1 per image/page

DETAILS OF REPRODUCTION(S) REQUESTED

IDENTIFYING NUMBER (EG. P, MC)	TITLE/DESCRIPTION	FORMAT (JPEG, TIFF, PDF)	COST

TOTAL COST:

METHOD OF PAYMENT

- E-transfer (sent to contact@ccarchives.ca)
- Credit or debit card (online via Square invoice)
- Credit or debit card (in person or over the phone)
- Cheque (made out to the Charlotte County Archives)
- Cash

Images will only be sent upon receipt of payment. Please allow 5 – 10 business days turnaround time. If you need your image(s) sooner, contact us about rush orders (an additional fee may be involved).

Image files will be sent digitally in the preferred format, either as an email attachment or via wetransfer, depending on the total size of all files.

As the conditions of sale indicate, provision of image reproductions for non-Fair Dealing uses is dependent on public domain status or prior confirmation of rights approval from the copyright holder. If the copyright status of requested image(s) is unclear, extra processing time may be needed.

By signing below and submitting this request form, I confirm that I have read and agree to the conditions of sale (attached).

Signature of applicant

Date

Conditions of sale

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Credits: Purchaser must accompany each use of materials with a credit identifying the "Charlotte County Archives" as the source of the materials, along with any identification numbers provided and the name of the original creator (where known).

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Fair Dealing use: Purchaser confirms that for Materials used for criticism and/or review, Purchaser will credit the creator and performer (if applicable) for each such use.

Other Use Orders: Orders of copies of Materials for Other Use are checked for ownership status.

(a) If their copyright is determined to be public domain, the Purchaser will be advised and the Materials will be supplied after receipt of payment.

(b) If their copyright is determined to be owned by a third party, or unknown, the Purchaser will be requested to obtain permission for the identified uses of the Materials from their copyright owners. Upon the Purchaser notifying the Charlotte County Archives that all such permissions have been obtained and paying the reproduction fee, the Archives will supply the reproductions.