



Application for Permission for Reproduction Rights

Applicant Contact Information

Name: _____ Title: _____
 Institution: _____
 Address: _____

 Phone: _____ Fax: _____ E-mail: _____

Object Information

Please fill in as much information as possible

Artist name: _____ Year: _____
 Object title: _____ Media: _____
 Accession #: _____ Dimensions: _____

Details of Proposed Image Use

Publication title: _____
 Author(s): _____
 Publisher: _____
 Print run: _____ Publication date: _____
 Dimensions: _____ Number of pages: _____

Please select all that apply

Reproduction:	black and white	color	detail	cover use
Language:	English	English + 1 other	world rights	
Nature of publication:	Museum/Scholarly	Commercial	Other (please describe)	

Order Details

Image format: **8 x 10" black-and-white photograph** **8 x 10" color photograph**
Please select one **4 x 5" color transparency (available for rental only)** **2 x 2" slide**
high-resolution digital file (tiff format) on CD

Shipping method: **U.S. Domestic First-Class (\$5)** **U.S. Global Airmail (\$11)**
Alternate courier (specify) _____
Select one: **Add courier cost to my image invoice** **Bill courier cost to my account:** _____

All applications are subject to review and approval by Telfair Museums. Costs vary and will be determined on a case-by-case basis, subject to the particular nature of your proposed project, availability of existing photography, and delivery method. When your request has been reviewed and approved, you will be contacted with an invoice and a Reproduction Rights Contract. Advance payment is required—we accept payment by check or wire transfer. Please allow a minimum of 2 weeks for processing after receipt of payment and signed contract. Requests for 10 or more images and requests requiring new photography will require additional time for processing.

Submit this completed form to the attention of assistant curator Beth Moore via e-mail (mooreb@telfair.org), fax, or mail (see contact information below).