



Commercial Use Image Reproduction Order Form

Nashua Historical Society, 5 Abbott Street, Nashua, N.H. 03064, tel: (603) 883-0015, fax: (603) 889-8515
email: nashuahistorical@comcast.net, website: www.nashuahistoricalsociety.org

Name: _____

Date of Order: _____

Organization: _____

Home Telephone: _____

Address: _____

Cell phone: _____

Email: _____

Purpose/use of image(s):

Image Description

Final Image Size

Research Please Circle:

- | | | |
|--|-----|----|
| Title above the image | Yes | No |
| Text below the image
(2 to 3 sentences) | Yes | No |
| Text separate of image | Yes | No |
| Additional Research | Yes | No |

Please be specific: What information are you seeking?

Commercial Invoice, Terms & Conditions

Invoice Charges:

_____ images x \$50.00	\$ _____
	+
_____ # of research hours x \$40 per hour if additional research is required:	\$ _____

	\$ _____
	-
A down payment of 20% of the total is required	20% Deposit \$ _____

	\$ _____
	+
Please Circle One: Shipping (\$5 flat rate within the U.S.) OR Pick-up (\$0)	\$ _____
	+
*USB Flash Drive (cost will be \$20)	\$ _____
	+
_____ # of hours for Digital Editing x \$20 per hour (minimum of 1 hour)	\$ _____

	Balance Due \$ _____

Terms & Conditions

In consideration for receiving permission to publish/exhibit images from the collections of the Nashua Historical Society the applicant agrees to the following conditions:

1. Permission is granted only for one time use in one publication and one edition.
2. The Nashua Historical Society retains the copyright of all images.
3. Upon the date of publication and/or exhibition, the publisher or author must provide the Nashua Historical Society with one complete gratis copy of any publication in which the image was reproduced. If the image is to be used on a website, the publisher or author will provide a link from its website to the website of the Nashua Historical Society at www.nashuahistoricalociety.org
4. A credit line will be at the bottom of each image and read "Courtesy of the Nashua Historical Society."
5. The final product will be completed between 30 to 60 business days after receipt of the 20% down payment.
6. Customer will be contacted via email or phone regarding the completion of the project. The balance is due within 10 business days of notification of the completion of the project.
7. If the customer does not continue with the project, the 20% deposit becomes a donation to the Nashua Historical Society.

Forms of Payment:

<input type="checkbox"/> Cash	<input type="checkbox"/> Check:	Make Checks payable to: Nashua Historical Society
<input type="checkbox"/> Money Order		5 Abbott Street Nashua, N.H., 03064

* **NOTE:** All images will be provided on CD/DVD as a JPG file and a TIFF file. A flash stick shall only be provided based on the file size(s) of the image(s) and will be provided by the Nashua Historical Society. The purchase price of the flash stick will be added to the total cost.

I have read the statements on this form and agree to make no use other than that described herein. I also assume sole responsibility for infringement of copyright, or other rights pertaining to this material, and I indemnify and hold harmless the Nashua Historical Society against all suits, claims, actions, and expenses arising out of the use of the materials. I will credit materials used as described above.

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Customer: _____

Date: _____

Nashua Historical Society: _____
 Representative

Date: _____



Commercial Use Image Reproduction Receipt

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For Office Use Only:

Deposit: Amount & Date Received

- Cash --- \$ _____ \ \
- Money Order --- \$ _____ \ \
- Check -- Check # _____ \$ _____ \ \
- Refund -- Check# _____ \$ _____ \ \

Received By : _____

For Office Use Only:

Balance Due: Amount & Date Received

- Cash -- \$ _____ \ \
- Money Order --- \$ _____ \ \
- Check -- Check# _____ \$ _____ \ \

Received By: _____