



Non-Profit/ Personal 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: _____

Address: _____

Home Telephone: _____

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?

Non-Profit/Personal Invoice, Terms & Conditions

Invoice of Charges:

_____ images x \$25.00 per image:	\$ _____	
	+	
_____ # of research hours x \$20 per hour if additional research is required:	\$ _____	

	\$ _____	
	-	
10 % Member discount of image cost and research:	\$ _____	

	Sub total	\$ _____
	-	
A down payment of 25% of the sub total is required to get the project started.	25% deposit	\$ _____

	\$ _____	
	+	
Please Circle One: Shipping (\$5.00 Flat Rate within the U.S.) OR Pick-up (\$0)	\$ _____	
Additional Charges: (if needed)		
	+	
*USB Flash Drive (cost will be \$20)	\$ _____	
	+	
_____ # of hours for Digital Editing x \$20 per hour (minimum of 1 hour)	\$ _____	

	Balance Due	\$ _____

Terms & Conditions

1. A final product will be completed between 30 to 60 business days after receipt of the 25% down payment.
2. The 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.
3. A credit line will be at the bottom of each image and read "Courtesy of the Nashua Historical Society."
4. If the customer does not continue with the project, the 25% 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: _____



Non-Profit/ Personal Image Reproduction Receipt

Nashua Historical Society, 5 Abbott Street, Nashua, N.H. 03064, tel: (603) 883-0015, fax: (603) 889-8515
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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: _____