

# Center for Adventist Research

## Visual Image Order and Use Agreement Form

Name: \_\_\_\_\_ A.U. ID# (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address (important): \_\_\_\_\_

Fulfillment of this request may take up to two weeks to complete, and only after receipt of this completed and signed form along with payment. **We reserve the right to refuse any and all orders even if advance payment has been made. A full refund will be made on all orders that are refused.**

### Intended Use Statement

(i.e. personal interest, genealogy, dissertation, article, book, public exhibit, film, video, etc., list publication run)

\_\_\_\_\_

\_\_\_\_\_

By signing this "Visual Image Order and Use Agreement Form," I agree that the images I have requested will be used only as I have indicated above. I assume any and all liability for possible copyright infringement for the use made of the image copy requested.

Agreed to: Signature of Applicant \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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On paper (inkjet (color) or laser printout) \_\_\_\_\_ ⇄ size of image (8" x 10" max.) \_\_\_\_\_  
 Photographic print \_\_\_\_\_ (original size) Photographic negative \_\_\_\_\_ [prints and negatives cost extra – add \$50 first + \$5.00 each add.]  
 Via e-mail \_\_\_\_\_ ⇄ e-mail address (print clearly) \_\_\_\_\_ [Cannot guarantee result when sent via e-mail]  
 On disk \_\_\_\_\_ CD-R \_\_\_\_\_ Zip (\$7 extra cost for zip)  
 From web page \_\_\_\_\_ After payment arrangements we will place the image on our web page and send you access information.  
 Format: jpg \_\_\_\_\_ gif \_\_\_\_\_ tif \_\_\_\_\_ bmp \_\_\_\_\_ psd (PhotoShop) \_\_\_\_\_  
 Other: color (if available) \_\_\_\_\_ black and white \_\_\_\_\_ Resolution needed (DPI) (600 max) \_\_\_\_\_

### Cost:

	Photo/Image <u>in</u> Database	Photo/Image <u>Not in</u> Database
Andrews University mailing address or individual attending/working at AU representing only themselves and image request is for their personal use and not for publication of any kind	\$5.00 first \$1.00 each additional	\$15.00 first \$2.50 each additional
Non-Andrews University related individual (non-profit) for personal use only, not for publication	\$10.00 first \$2.00 each additional	\$25.00 first \$10.00 each additional
Non-profit and church related entities. Use such as in a printed publication posting on a web site, video production, etc.	\$25.00 first \$5.00 each additional	\$35.00 first \$10.00 each additional
For-profit entities. One time use such as in a printed publication	\$50.00 each	\$50.00 each
For-profit entities. Multi-use including posting on a web site, video production, etc.	\$75.00 each	\$75.00 each

**Cost of images (from table) US\$ \_\_\_\_\_ + shipping (US\$5.00 for standard mail to USA & Canada) = Total Cost ⇄ US\$ \_\_\_\_\_**  
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Payment is expected before the copies are sent unless other arrangements are made.  
 Checks payable (in US dollars) to the James White Library.  
 For credit card payments: \_\_\_ VISA \_\_\_ MC \_\_\_ AMEX Acct #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_. Expire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Code \_\_\_\_\_

Mail this form along with payment to:  
 Center for Adventist Research •• 1400 Library Drive •• Andrews University •• Berrien Springs, MI 49104-1440 USA •• (269) 471-3209 •• [car@andrews.edu](mailto:car@andrews.edu)

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