

## DIGITAL IMAGE ORDER FORM – CHARLOTTE COUNTY HISTORY COLLECTIONS

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- Advance payment is required.

#### Use Agreement

By signing this form, the user agrees to:

- Give credit for each item used for publication or exhibit to Charlotte County History Collections, Charlotte County Historical Center, Florida.
- Provide at least one copy of any publication (e.g., poster, book, pamphlet, guide) which utilizes an image(s) from the Charlotte County History Collections to the Charlotte County Historical Center, 22959 Bayshore Road, Charlotte Harbor, Florida 33980.
- Not reuse or allow others to duplicate an image(s) without permission of the Charlotte County History Collections, Charlotte County Historical Center, Florida.

#### IMAGE INFORMATION, COPYING FEE AND SIGNATURE

- Requested files, in TIFF format, will be burned to an optical disc (e.g., CD, DVD) and delivered via US Postal Service. Both email and/or FTP delivery options are unavailable.
- Cost per image, to include optical disc, shipping and handling is \$20.
- Checks should be made payable to "Charlotte County Historical Center." All charges include disc, postage and handling.

Please return this signed form, along with payment, to the Charlotte County Historical Center, 22959 Bayshore Road, Charlotte Harbor, Florida 33980
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**Image Request Information** (an example follows) \*

File Name	Title of Image	Collection Name	Comments
A06A_a.tif	A. C. Freeman House in Punta Gorda	Charlotte Harbor Area Historical Society and U.S. Cleveland Collection	No comment

\* Please note, each side of photograph (e.g., front and back) is a separate image; and each side has a unique file name. File names are available at the “side description” dialog box online.

Please describe the intended use of the image(s) and planned altering, if any (e.g., cropping, color correction, filtering):

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***My signature below acknowledges that I will comply with all the conditions of use stated above.***

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Total dollar amount of check enclosed (*Cost per image – \$20*) \_\_\_\_\_

*Administrative use only*

Approved by: \_\_\_\_\_ Date approved: \_\_\_\_\_ Shipped by: \_\_\_\_\_ Date shipped: \_\_\_\_\_

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