

**WASHINGTON COUNTY
HISTORICAL SOCIETY**

49 East Maiden Street, Washington PA 15301

**WCHS PHOTO/IMAGE RESEARCH
& REPRODUCTION ORDER FORM**

\$20.00 per hour of research • \$16.00 per hour of research (20% DISCOUNT) for WCHS members

This service includes the search of WCHS's archive of photographs and images.

Reproduction fees depend on size and media, as shown on the reverse side.

1. Your CONTACT INFORMATION:

Name _____

Address _____ City _____ State ____ ZIP _____

Phone _____ Email _____

Send research results by (check one): U.S. Mail (postage/shipping fees apply) _____ Email _____

2. If a SPECIFIC PERSON or SUBJECT is to be researched, please complete the following:

Description of person or subject (please be specific) _____

3. If research is unnecessary because a WCHS PHOTO/IMAGE NUMBER is known and or SPECIFIC PHOTO/IMAGE DESCRIPTION can be provided, please provide the number or a detailed description of the photo and/or image below:

4. PAYMENT:

Number of Research Hours Requested: _____ Non-member: \$20.00/hr Member: \$16.00/hr

Research Fee Subtotal: _____

Reproduction Fees (see reverse side): _____

Postage/Shipping Fees (see reverse side): _____

TOTAL PAYMENT: _____

Most Photo/Image search requests can be completed with two (2) hours of the WCHS Researcher's time. WCHS aims to complete research within 4 weeks of receipt of this completed form and payment. If additional time is required, WCHS will contact you.

Reproduction Fees for Photos/Images

A portion of the reproduction fees listed below supports the preservation of WCHS's collections.

<u>Size</u>	<u>JPG or TIFF File</u>	<u>Photographic Prints</u>
8 x 10	\$ 20.00	\$ 30.00
11 x 14	\$ 30.00	\$ 40.00
16 x 20	\$ 40.00	\$ 50.00
20 x 24	\$ 50.00	\$ 60.00

Please note the sizes of historic photographs vary widely and may not conform to modern sizes. Allow 4 weeks for processing. Rush orders (within 5 business days) are double the regular rate.

Postage/Shipping Fees

Minimum \$5.00 postage/shipping fee applies on all orders delivered by postal service.

Larger photographic prints may require an additional postage/shipping fee – WCHS will notify you if such an additional fee applies.

Terms & Conditions for Photo & Image Reproduction

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