



REQUESTING REPRODUCTIONS (PHOTOS, SCANS, PHOTOCOPIES)

INSTRUCTIONS

1. Fill out and sign the order form, specifying the requested images and how you would like them delivered to you (e.g., mail, e-mail, pick-up). Return the form by mail, email (jzink@rosenbach.org), or fax (215-545-7529) to the attention of Jobi Zink, Registrar.
2. Do not include payment with your order. The Rosenbach will send you an invoice for the requested images. Credit card payments may be taken over the phone, Tuesday-Sunday, at 215-732-1600 ext. 0. Please mention invoice number.
3. The Rosenbach will provide the image(s) after payment is received.
4. If you have questions about your order, contact (Ms.) Jobi Zink at 215-732-1600 ext. 125 or jzink@rosenbach.org.

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| SERVICE FEE FOR ALL ORDERS (includes first-class mail or electronic delivery; other delivery options can incur additional charges) | \$ 15.00 |
| Scans or digital snapshots | |
| <ul style="list-style-type: none"> • Low-resolution JPG (up to 100 dpi, 24-bit color, not publication-quality) \$ 1.00 • High-resolution JPG (300 dpi, 24-bit color; or 600 dpi, 48-bit color) \$ 5.00 • Mailed CD with images \$ 5.00 • On-site researchers may bring a digital camera and take their own photos at no cost. An appointment is required; for details see http://rosenbach.org/learn/research or call 215-732-1600 ext. 115. | |
| Photocopies (limit 50 photocopy pages within a one-year period) | |
| <ul style="list-style-type: none"> • Black-and-white <ul style="list-style-type: none"> Up to 25 photocopy pages \$ 5.00 26-50 photocopy pages \$ 10.00 • Color <ul style="list-style-type: none"> 1-20 photocopy pages \$ 10.00 21-30 photocopy pages \$ 15.00 31-40 photocopy pages \$ 20.00 41-50 photocopy pages \$ 25.00 | |
| Professional Photography | |
| <ul style="list-style-type: none"> • Can include high-resolution photos of fragile, large, 3-dimensional, or otherwise difficult-to-reproduce objects | Contact the Registrar for details |

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