

**PHOTO ORDER DATA**

**ORDER#** .....

**DATE** .....

**Rec'd. by** .....

**Payment rec'd.**

**Rush (fee applied)**

Applicant .....

Company .....

Address .....

City ..... State ..... Zip .....

Phone(s) ..... Email(s) .....

Intended Use (personal/display/commercial/web) .....

Output Format (print/digital, etc.) ..... End Dimensions (WxH) .....

**File Type Required** (choose one): JPG

TIF

PDF

EPS

**Resolution** up to 2400 Dots Per Inch (dpi) (choose one):

*Orders will be fulfilled at 300 dpi if not otherwise specified*

Web Standard 72 dpi

Print Standard 300 dpi

Other .....

**Color Mode (choose one):**

RGB (typically for web use)

CMYK (for any kind of print output)

**Transfer method:**

Cloud share

USB drive (\*supplied by customer)

CD-R/DVD-R

**Rush Service-by Date (fees apply):** .....

Special Instructions: .....

Please read the Photo Reproduction Policy before ordering. For orders up to five images allow at least three weeks from the time of payment for processing photo orders. Orders exceeding five images require extended processing time—please contact [research@lchm.org](mailto:research@lchm.org) for delivery estimates. For every image purchased usage fees apply. Transfer or media fees are per order.

**Image Use Fees**

Per Image, for Publication and Interior Decoration. All fees are single use.

**Rush Orders**

Please contact [research@lchm.org](mailto:research@lchm.org) to determine if a Rush Order is possible and to get an estimate on adjusted fees. Rush orders are limited to 3 photos.