



**BESSER**  
**MUSEUM**  
*for Northeast Michigan*  
**ART • HISTORY • SCIENCE**

491 Johnson St. Alpena, MI 49707 \* (989) 356-2202  
bessermuseum.org

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IMAGE REQUEST FORM

	Item #	Description	Size/ Resolution	Museum to Photograph	Professional to Photograph
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Other instructions:

Fee x number of items \$ \_\_\_\_\_  
 Usage fee x number of items \$ \_\_\_\_\_  
 Postage \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

See fee schedule for fees and other charges



## IMAGE REQUEST FORM

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- Credit must appear with the image or on a credit page that indicates the page number and position on the page.
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## IMAGE REQUEST FORM FEE SCHEDULE

### RESEARCH SERVICES

Fees for research conducted by staff in response to mail, telephone or email requests:

First hour no charge

Subsequent hours \$15/hour

### REPRODUCTION SERVICES

Photocopies \$.20/page

Faxes \$.50/page

### PHOTOGRAPH REPRODUCTION FEES

Prints are professionally printed from digital files (prices subject to change)

35 mm slide \$8.00

5x7 and smaller \$6.00

8x10 \$10.00

11x14 \$15.00

16x20 \$30.00

20x24 \$45.00

24x30 \$70.00

### DIGITAL REPRODUCTION FEES

Scanning fee \$5/image

CD \$2

Files can be sent by email when possible

Applicable postage applied to material sent by mail

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Print publication \$50/image

Online presentation \$50/image

Film and video \$100/image

Advertising \$100/image

Public display \$20/image