

**NEW YORK CITY DEPARTMENT OF RECORDS & INFORMATION SERVICES
MUNICIPAL ARCHIVES, 31 CHAMBERS STREET, NEW YORK, NY 10007
Tel: (212) NEW-YORK or 311
www.nyc.gov/records
ON-LINE GALLERY
PHOTOGRAPH ORDER FORM**

PLEASE NOTE:

- Photographic prints are provided for personal use only and may not be transferred to another individual or institution.
- Permission must be obtained before any photographic print may be published or re-duplicated in any way, and additional fees may apply (Form MA-45).
- Payment must be submitted with order. Make check payable to **NYC DEPARTMENT OF RECORDS**. Allow 3 to 4 weeks for completion of order.
- Additional charges for cropping, exhibition prints, and other services (call for details).

PRICES:	8x10	11x14	16x20
• B&W or Color, RC silver or digital print:	\$45	\$60	\$120
• Fiber prints, B&W only:	\$80	\$110	\$175
• High-res scan: \$40 plus \$5 disk fee per order.			

NAME	PHONE
COMPANY / ADDRESS	
CITY, STATE	ZIP CODE

Collection Name, Print/Neg #	Scan	Paper Type RC Fiber	How Many	Size	Price	Total
	<input type="checkbox"/>	<input type="checkbox"/> b&w <input type="checkbox"/> color	<input type="checkbox"/> b&w			
	<input type="checkbox"/>	<input type="checkbox"/> b&w <input type="checkbox"/> color	<input type="checkbox"/> b&w			
	<input type="checkbox"/>	<input type="checkbox"/> b&w <input type="checkbox"/> color	<input type="checkbox"/> b&w			
	<input type="checkbox"/>	<input type="checkbox"/> b&w <input type="checkbox"/> color	<input type="checkbox"/> b&w			
	<input type="checkbox"/>	<input type="checkbox"/> b&w <input type="checkbox"/> color	<input type="checkbox"/> b&w			
Subtotal						
Up to six 8x10 or 11x14 prints \$8; for the next six an additional \$8. Up to six 16x20s \$20. \$4 to mail a CD. International: \$30 flat fee up to 6 prints, \$40 flat fee for 16x20s.					Postage	
Total						
Payment Enclosed: <input type="checkbox"/> Check <input type="checkbox"/> Money Order						