



Photographic Services Photo Request

You have requested that University of Delaware Photographic Services photograph the images from Special Collections materials listed below. Please fill out the uncompleted portions of this form.

Name _____

Mailing address _____

Telephone _____ Email _____

Number of Images	Type of Image	Subtotal
_____	High resolution digital file (300 dpi jpg @ \$25 each)	\$ _____
_____	Additional low resolution digital file (72 dpi jpg @ \$5 each)	\$ _____
_____	4x6 photo inkjet print (\$3 each)	\$ _____
_____	5x7 print (\$5 each)	\$ _____
_____	8x10 or 8-1/2x11 print (\$7.50each)	\$ _____
_____	Handling and mailing fee @ \$3.50	
Total amount enclosed		\$ _____

Description of images requested

Include formatting instructions: vertical or horizontal, crop, captioning information, etc.

Obtaining these images does not give you permission to publish them. Permission must be obtained from the owners and/or copyright holders.

All work must be paid for in advance. Make checks payable to "University of Delaware." Send payment and this form to Photographic Services, University of Delaware, 105 East Main St., Newark, DE 19716 USA

Please refer questions regarding this request and other available photo services to 302-831-8931 or photoservices@udel.edu