Image Order

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | Date ordered |  | |
| Company |  | | Date required |  | |
| Department |  | | Cash | Credit Card | |
| Address |  | | Invoice | Other | |
| City |  | Postcode | Purchase order number: | | |
| Country |  | |  | |  |
| Phone |  | |  | |  |
| Email |  | |  | |  |

Images required

|  |  |  |
| --- | --- | --- |
| Record ID | Negative / Call Number | Subject /Description / URL |
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(Please write additional items on a separate form)

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| --- | --- | --- | --- |
| Digital image(s) | Jpeg Files | Tiff Files |  |
| CD/DVD | Download link |  |  |

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These images are required for reproduction (Please complete form on reverse)

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| **Name (block letters)** | **Signature** | **Date** |
|  |  |  |

**Does this order contain Māori or Pacific content?** Yes No Please contact [admin@cambridgemuseum.org.nz](mailto:admin@cambridgemuseum.org.nz)

OFFICE ONLY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Processing |  | Order processed |  | DPS Sent |  |
| Postage/Courier |  | Work completed |  | DPS Paid |  |
| Search fee |  | Receipt |  | Invoice required |  |
| Rush fee |  | Despatched |  | Invoice Number |  |
| Royalty |  | TOTAL (inc GST) |  | Completed |  |

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| **Proposed Use** |  | **Proposed format** |  |
| Commercial use | Private | Book/Journal | Display/Exhibition |
| Publication | Educational/non-commercial | Video/Film | Internet |
| Public Display | Other | CD-ROM | Other |

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| --- |
| Proposed Use: Charges vary by use. Please give full details of intended use – e.g. book, calendar, advertising, commercial display, family history etc. – Title, publisher, print run etc. |

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| Aotearoa New Zealand | Overseas (single language) | World (including digital) |

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| **Name (block letters)** | **Signature** | **Date** |
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