

ARCHIVES OF MANITOBA REQUEST FOR PHOTOGRAPHIC REPRODUCTIONS (PRINTS AND DIGITAL SCANS)

PLEASE BE SURE TO COMPLETE:

Date Ordered: _____ Date Required: _____ Name: _____ Address: _____ Phone Work: _____ Home: _____ Fax: _____ E-Mail: _____ Reproductions Required For: Personal Use <input type="checkbox"/> School/University <input type="checkbox"/> Exhibition <input type="checkbox"/> Publication <input type="checkbox"/> Commercial/Business <input type="checkbox"/> Legal <input type="checkbox"/> Government <input type="checkbox"/> Film/Video/CD ROM <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> Regular Service – ready within 10 business days <input type="checkbox"/> Rush Service – additional fee applies (see Note below) Deliver by: Mail <input type="checkbox"/> Courier <input type="checkbox"/> CD <input type="checkbox"/> FTP <input type="checkbox"/> Pick Up at THE LAB WORKS <input type="checkbox"/> 464 Hargrave St. (Tel: 943-9430) Courier Name: _____ Acct No.: _____ Purchase Order No.: _____ PST Exempt: <input type="checkbox"/> Credit Card: GST Exempt: <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> AMER EX <input type="checkbox"/> Credit Card No.: _____ Expiry Date: _____ Signature/Cardholder: _____ Special Instructions or Invoicing/Shipping Address, if different from above
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NOTES:
Time Frame: Requests for photographic reproductions must be received by Noon on Monday to allow staff time to prepare material for Wednesday pick up by The Lab Works. Orders are normally ready within 10 business days. Client will be contacted when order is complete.
Rush Service Fee: **\$57.00 fee per order** will be applied to orders required sooner than within 10 business days.
Additional Charges: Negatives or transparencies produced to complete an order result in an **additional charge of \$26.00 per negative and \$27.00 per transparency.** All negatives & transparencies remain the property of the Archives of Manitoba.
Payment: Purchase order, credit card number, cash, or cheque payable to The Lab Works must be received before an order is submitted to The Lab Works for completion. Payment is made to The Lab Works, not to the Archives of Manitoba or Hudson's Bay Company Archives.
Copyright: The client is responsible for determining whether the use of the image constitutes an infringement of the Canadian copyright act.

ON SITE CLIENTS: PLEASE HAVE STAFF VERIFY ORDER PRIOR TO LEAVING

Neg. No.	Reference/Collection No.	Format	Size	Finish	Service

FORMAT: P = Print DS = Digital Scan B&W = Black and White C = Colour
FINISH: G = Glossy PRL = Pearl M = Matte
SERVICE: MD = Mounted

STAFF USE ONLY (Summary of Work Requested):

Date to THE LAB WORKS: _____	Total No. Reproductions: _____
Visit <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> E-Mail <input type="checkbox"/> Archives <input type="checkbox"/>	Completed _____

