

# REPRODUCTION REQUEST ORDER FORM

## FOR THE SIR JAMES FLETCHER KAWERAU MUSEUM COLLECTIONS

**APPLICANT**

Name: \_\_\_\_\_

Org/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**WORKS (attach a separate list if necessary)**

Object ID	Subject/Description	Photocopy						Commercial Print (size)	Digital Scan on CD (tick)	Post (tick for yes)
		Black & White			Colour					
		A4	A3	Laminated Y/N	A4	A3	Laminated Y/N			

**TYPE OF PROJECT – see Info Sheet for definitions of project types**

Personal Use     
  Non-Commercial/Unpublished     
  Published/Commercial     
  Exhibition/Display

*Please give full details of intended use – see information sheet for details required for each project type.*

**DECLARATION:** I have read the **Terms and Conditions** overleaf and agree to abide by them. I agree to use the images listed above specifically for the purpose indicated and will pay the processing charges. I agree to request permission and pay the required reproduction fee before any images are reproduced.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**ITEM RECEIVED:**

I have received my requested items.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**STAFF:**  Paid (tick for yes) Amount: \_\_\_\_\_

Receipt # \_\_\_\_\_ Initials: \_\_\_\_\_

**POSTAGE:** Date: \_\_\_\_\_

Details: \_\_\_\_\_



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### TERMS AND CONDITIONS

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This states the terms and conditions that must be agreed to before the application is processed. The applicant acknowledges having read and understood these terms and conditions when they sign the Declaration. If the applicant is found to have broken these conditions, steps will be taken to rectify the situation.

1. Supply of requested material is dependent upon full acceptance of the listed Terms & Conditions.
2. Images supplied will be used only for the purposes specified above, and following the details supplied above.
3. The Sir James Fletcher Kawerau Museum reserves the right to charge reproduction fees for the use of its images. All fees stipulated by the Sir James Fletcher Kawerau Museum must be paid in full before the application is processed.
4. Images are not to be cropped, overprinted or altered in any way without prior written approval of the Sir James Fletcher Kawerau Museum.
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9. Reproduction rights are for one time use only, and cannot be assigned, transferred or sub-let to any other party.



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