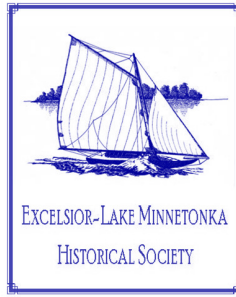


To Order Digital Images:

1. Consult the Archives Services and Price list (attached) to learn more about available services and products and related fees.
2. Print and complete Image Order Form and Image Use Forms. Scan and email completed forms to info@elmhs.org or send via US Mail to:

Excelsior-Lake Minnetonka Historical Society
PO Box 305
Excelsior, MN 55331.

3. Submit payment for images via PayPal on the Society's website or by sending a check to ELMHS via US Mail to the address above. To pay via PayPal go to the Society's web site "Contribution" page and select the "Contribute" button. Enter the total from the Image Order Form and follow the instructions to pay via PayPal or credit card.
4. Payment must be received by the Society before the image/s may be delivered. Please allow 10 business days for delivery. Images are generally sent during Wednesday Archives business hours.
5. Questions? Email info@elmhs.org or call the Society at 952-221-4766.



ARCHIVES PRICE LIST

(January 31, 2016)

Image Reproduction Prices

Photocopy/Computer printout:

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Microfilm Printout:

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Digital Scans:

150 ppi (JPEG or PDF):\$2.00 per scan

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CD/DVD:\$5.00 per disk

(optional - in addition to scan cost)

File Type Option

JPEG (Joint Photographic Experts Group) files use a compression method that enables fast loading of the images.

TIFF (Tagged Image File Format) is created from the raw scan and is used for high quality output and publishing.

PDF (Portable Document Format) especially useful for documents or reference images.

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Media Use (editorial)	\$0

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Broadcast media bundle	\$50.00
(includes website)	
Advertising.....	\$50.00
Website	\$50.00
(3 year license)	
Merchandise	\$75.00
Public Display.....	\$15.00

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A fee is charged for research conducted for clients by Archives volunteers outside of regular business hours. ***Findings and materials will not be delivered until fee is paid.***

Research:

\$10 minimum includes one hour research and five photo/microfilm copies. **\$5 for each additional half hour.** Additional photocopies and postage are extra.

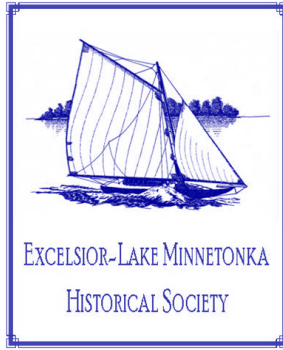


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RECORD NAME/NUMBER	TITLE	PPI (RESOLUTION)	JPEG/ TIFF/ PDF/ COPIES	PRICE
Image Subtotal				
CD/DVD				
Shipping				
Use Fee				
Research Charge				
TOTAL				

Method of Payment: Cash Check # _____ PayPal PAID IN FULL

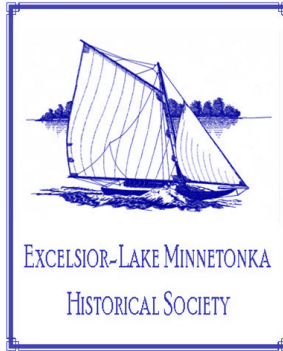


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8. The Society reserves the right to decline permission to publishers and individuals who have not complied with these conditions.

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