Image Request Form

Please provide all applicable information.

Requestor

Name: ___________________________  Tel: __________  Fax: __________  
Affiliation: ______________________  E-mail: ________________
Address: __________________________
City: ___________________  State/Province: ___________  Zip/Country: ______________

Image(s) requested (attach additional pages, if necessary). Attach a copy of image(s), if possible.

Artist: ___________________________  Accession #: __________________________
Title: ____________________________

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Title: ____________________________

Artist: ___________________________  Accession #: __________________________
Title: ____________________________

Format requested (check all that apply):

☐ 8-1/2 x 11 inch digital print
   Color (for reference and study purposes only) or B/W (circle one)
☐ 8x10 inch black-and-white RC print (for reference, study, and reproduction)
☐ 4x5 inch color transparency—6 month rental (for reproduction)
☐ Digital file (available for certain works)

Digital Specs:
Files at the standard resolution of 72dpi will be provided for Web and other electronic uses, and 300dpi will be provided for print use.

Size:
Web use (pixel x pixel):
Other electronic uses (pixel x pixel):
Print use (inch x inch):

For shipping method other than United States Postal Service, enter carrier name and account number here (or indicate charges to be added to invoice): __________________________
### Intended Use:

Study or reference (no reproduction without prior permission)

Reproduction in a print publication:
- **Type of publication:**
  - Journal/magazine
  - Exhibition catalogue
  - Monograph
  - Textbook
  - Other: 
- **Image placement:**
  - Inside
  - Cover

Title of book/article/magazine:

Author/editor:

Publisher:

Projected date of publication:

Press Run:

Reproduction in electronic media or TV/film/video:
- **Type of production:**
  - Television
  - Documentary
  - VHS/DVD
  - CD-ROM
  - Web site

Title of production:

Producer:

Projected date of broadcast:

URL and dates displayed:

Copies distributed:

### FOR PRINT AND ELECTRONIC:

**Language:**
- English
- All Languages (multiply fee by 10)
- Other: 

**Distribution:**
- North America
- Worldwide
- Other: 

**Printing/Production:**
- 1\textsuperscript{st} edition/Broadcast (5 years)
- Reprint/Re-broadcast
- Revised Edition/Revised Production
- Broadcast in Perpetuity

### Additional Information

Please mail or email your completed request to:

Rights and Reproductions
The San Antonio Museum of Art
San Antonio, Texas 78212
copyright@samuseum.org

**For Official use only**

Material Fee
Use Fee
New Photo Fee
Service Charge
Other
Total Charge

Allow 2-4 weeks for processing. Upon receipt and approval of application, a contract/invoice will be sent to you for your signature. Please return it with payment. **Prepayment is required.** Image(s) will then be sent to you. Large and complex orders for which new photography is required may take longer.