

# PHOTOGRAPH ORDER FORM

**\*\* A separate Order Form is required for each image ordered.\*\***

<u>For Office Use Only</u>
Type: _____
Size: _____

\*Negative Number: \_\_\_\_\_

\*Name Listed in Ledger: \_\_\_\_\_

**Write quantity of the above image being ordered in the appropriate box below:**

5x7 Print  
(\$12.00 each)

8x10 Print  
(\$17.00 each)

**Image total:** \_\_\_\_\_

**Enhanced Image Fee:**

Fee to be determined by the Boston Studio Project. \$5.00 minimum.

**Enhancement Fee:** \_\_\_\_\_

**Digitization/Preservation Fee: All orders are charged an \$11.00 Digitization/Preservation fee to cover the cost of scanning the image and digitally storing the image on archival CD.**

**Digitization/Preservation Fee:** \_\_\_\_\_

**Mailing Instructions: Select One**

Send by Parcel Post

Personal Pick Up

6% Sales Tax is charged to all Nebraska residents. Out-of-State Internet purchasers are responsible for submitting Sales Tax in their area.

**Sales Tax:** \_\_\_\_\_

**Optional:**

**Additional Tax-free donation to help fund this project**

**Donation:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Customer Information:**

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_

\*Street: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

Province: \_\_\_\_\_ Country: \_\_\_\_\_

\*Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Required information – orders will not be processed without this information.

Return this order form via email to [customerservice@butlercountygallery.com](mailto:customerservice@butlercountygallery.com), to the front desk at the Hruska Memorial Library or mail to: Hruska Memorial Library, Boston Studio Project, 399 No. 5<sup>th</sup> St., David City, NE 68632, along with a check for the amount made out to Boston Studio Project.