

MUSEUM OF SOUTH TEXAS HISTORY (MOSTH) ARCHIVES

121 East McIntyre, Edinburg TX 78539

Hours: 9:00 - 5:00, Tuesday through Friday or by Appointment

Phone: (956) 383-6911 Fax (956)381-8518

Research/Photograph Order Form/**Invoice**

Name: _____ Purchase Order # _____
_____ Home Phone: () _____
_____ (print) Fax Number: () _____
Firm/Organization: _____ Office Phone: () _____
Address: _____ City/State/Zip: _____
Subject of Research: _____ Date: _____

*Print	CD-R/Image Format	Price	No.	Price	Cost
5" X 7"	_____	(\$7)	_____	_____
8" X 10"	_____	(\$11)	_____	_____
8" X 14"	_____	(\$18)	_____	_____
11" X 17"	_____	(\$22)	_____	_____
<u>Panorama</u>	_____	(\$75)	_____	_____
<u>upto 36"</u>					
**Negative or Transparency		(\$15 ea.).....			_____
Photocopies		(.25¢ ea.)			_____
Fax		(\$2)			_____
Staff Research		(\$12 hour).....			_____
			Clerical handling/preparation		\$5.00
			Subtotal	\$	_____
			** 8/25% TX/City Sales Tax	\$	_____
Archivist _____			Total	\$	_____

Name of Credit Card Authorized User: _____
Credit Card No.: _____ **Exp. Date:** _____ **Card Type:** _____

ITEM IDENTIFICATION

Collection Title:
Accession #:
Description :
Inventory Location:

Customer Signature: _____ Date Needed: _____
Amount Received: \$ _____ Date Paid: _____ Staff Initials: _____

Processing time varies up to 8 weeks. Make check out to MOSTH. You will be called when the order is ready.

Terms: Purchase orders or payments in full before initiation. Requests to publish/display MOSTH photographs to be made in writing. Citation of MOSTH as source required for all public displays, exhibits, or publications, a copy of which shall be donated to MOSTH. Permission to reproduce granted only to the extent of proprietary rights held. No image reproduction may be done outside of MOSTH without prior notification to MOSTH. Certain works, photographs, or documents maybe protected by copyright regardless of physical ownership. Responsibility for ascertaining such reservations and for obtaining necessary permissions remains with the applicant.

* Personal equipment (Camcorders, Scanners, Polaroids) @ half price of a 5" X 7" print. ** Texas Only.
Items Delivered: _____ Date Rec'd: _____ Patron's Initials: _____