

Digital Images Order Form

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Please complete this form and submit by mail to: **The CNE Archives**
Exhibition Place,
Toronto, Ontario, M6K 3C3.

Ordering Information

Ordering copies: Copies of images found in the visual database may be ordered from the Archives in the following formats:

CD ROM: Digital images will be provided as tiff files. The images are scanned at 350 dpi. The cost of the CD is included in the price. Please note: These files cannot be sent as attachments.

Cost: \$20.00 per image plus HST

Dye sublimation color print on 8 x 11 inch paper: Actual image may vary between 9 to 10 inches in height and 5 to 6 inches in width. Dye sublimation prints are produced on an ink jet printer using glossy or matte-finish paper. Please note: dye sublimation prints fade over time.

Cost: \$10.00 per image plus HST

Postage and Handling

Cost of reproduction services	Postage & Handling Fee		
	Canada	Continental United States	International Destination
\$10.00 - \$50.00	\$5.00	\$6.75	\$15.00
\$50.00 - \$100.00	\$6.00	\$7.75	\$16.75
\$100.00 + up	\$8.50	\$10.25	\$18.50

- Orders will be processed within 2 business days of their receipt.
- Requests are processed in the order in which they are received.
- Digital imaging can provide access to some items which, for preservation reasons, are usually inaccessible to researchers. Therefore standard reproduction options may not be available.
- Please note: Reproduction of digitized cartographic, architectural and other oversized records may not contain a high level of detail.

Contact Information

Name	
Company/Organization <i>(if applicable)</i>	
Address	
City	
Province / State	
Country	
Postal Code / Zip Code	
Phone: Business	()
Home	()
Fax	()
E-Mail	

Image Order Details

Line Number	Digital Image Number (example: I0000125)	#Copies	Format
1			
2			
3			
4			
5			

Delivery Method

Please select one: Order to be picked up
 Order to be mailed out

Payment Method

Paid for by credit card (please select one): Yes
 No

If you wish to pay by Visa, MasterCard or American Express you will be contacted by phone to provide the card number and expiry date. You will be contacted when the order is completed.

Tax Exemptions

GST exempt. No _____

Statement of Responsibility

I confirm that the information I have provided is correct and I have read and accept the payment policy and restrictions as stated below.

Payment Policy

- Payment may be made personal cheque or money order made payable to the Canadian National Exhibition Foundation.
- Customers will be notified by mail when their copies are ready. Orders being picked up must be paid for in full at time of pickup.
- Orders to be mailed or sent by courier must be prepaid. An invoice will be mailed upon completion of reprographic services and the order mailed to the customer upon receipt of payment in full.
- Invoices are due upon receipt. A second notice will be sent out 30 days after invoice date if still unpaid. The account will be placed in collection if payment is not received 30 days after second notice has been issued.

HST (13%) will be applied to each order

Restrictions

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