

# NORMAN ROCKWELL MUSEUM

## Photographic Services Request Form

Incomplete forms cannot be processed. Please provide all relevant information.

Date: \_\_\_\_\_

### I. ORGANIZATION & CLIENT INFORMATION

Organization \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, & Zipcode \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
  
\_\_\_ Commercial    \_\_\_ Scholar    \_\_\_ Not-for-profit (non tax id # \_\_\_\_\_)

### II. PROJECT & USAGE

A. Choose final usage medium and circle appropriate project type:

<input type="checkbox"/>	Print medium:	Book	Periodical	Advertising	Commercial product	Display/exhibit
<input type="checkbox"/>	Digital medium:	Website	CD-ROM	Film/Video	Commercial product	Display/exhibit

B. Brief Description of Project/Product:

\_\_\_\_\_  
\_\_\_\_\_

C. Publication Information:

Title \_\_\_\_\_  
Publisher \_\_\_\_\_  
Author(s) \_\_\_\_\_  
Date of Publication \_\_\_\_\_  
Size of Initial Print Run \_\_\_\_\_

### III. IMAGES REQUESTED (use separate sheet for additional images)

Title	Original Publication	Date of Publication	CD ROM	B&W	Color

IV. COPYRIGHT PERMISSION

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If permission to reproduce has been secured at the time of this request, please attach a copy of the signed form with this completed request. If assistance is needed in determining the appropriate rights holder, please check this box:

V. SHIPPING

All photographic materials are shipped via Federal Express. If you have a FedEx account please fill in the information at A below. If you do not have a FedEx account, please follow the directions at B below. If a shipping option is not chosen, the Norman Rockwell Museum will invoice the client for 2nd Day FedEx delivery. **All international orders please note, your shipments must be sent International Priority.**

A. **We have a Federal Express Account**

Account Number: \_\_\_\_\_

Authorizing Signature for use: \_\_\_\_\_

Please choose a service option:

\_\_\_\_\_ International Priority \_\_\_\_\_ Domestic Priority Overnight  
\_\_\_\_\_ Domestic Standard Overnight \_\_\_\_\_ Domestic Second Day

B. **We do not have a Federal Express Account**

Please choose a service option, the corresponding amount will appear on your invoice.

\_\_\_\_\_ International Priority (\$40.00) \_\_\_\_\_ Domestic Priority Overnight (\$20.00)  
\_\_\_\_\_ Domestic Standard Overnight (\$15.00) \_\_\_\_\_ Domestic Second Day (10.00)

I SUBMIT THE ABOVE INFORMATION FOR CONSIDERATION BY THE NORMAN ROCKWELL MUSEUM. I UNDERSTAND THAT I WILL BE CONTACTED BY THE MUSEUM AS SOON AS IT IS CONVENIENT TO PROCEED WITH THE RENTAL PROCESS. IF I DO NOT HEAR FROM THE MUSEUM SHORTLY, I WILL CONTACT THE MUSEUM TO CONFIRM RECEIPT OF THIS REQUEST FORM.

Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Fax or mail this completed request form (2 pages) and copyright permission to:

**Photographic Services Department  
Norman Rockwell Museum  
PO Box 308  
Stockbridge, MA 01262  
Tel: 413-298-4100 ext. 278  
Fax: 413-298-4145**