



PHOTOGRAPHIC ORDER/LETTER OF AGREEMENT
FORD PARTS DRAWINGS AND RELEASES

Reference No.
Date Received:
Staff Initials:

Please read, supply the requested information, and return all three (3) pages of this form – with payment – to:
Benson Ford Research Center, The Henry Ford, 20900 Oakwood Blvd., P.O. Box 1970, Dearborn, MI 48121-1970

Name:
Affiliation:
Address:
City: State: Zip:
Phone: Fax: e-mail:

Drawings to be used for (check one and describe project below)

- () Personal Use (Research, Not for Publication)
() Commercial Use

Description of Project:

Conditions of Use

The requestor agrees...

- 1) to use the drawing only once and only for the purpose listed in the Letter of Agreement’s statement of intended use, “Drawings to be used for...” Any subsequent or different use constitutes a reuse and must be applied for in writing. There is a reuse fee.
2) not to permit others to reproduce the drawing or any facsimile of it.
3) that in authorizing this use of the drawing, The Henry Ford does not surrender its own right to grant others permission to use it.
4) that The Henry Ford reserves the right to limit the number of copies; to restrict the use or reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty in copying; and to charge a higher copying fee than specified.
5) that any exceptions or additions to the above conditions will appear on, and be considered part of, the Letter of Agreement.

Requested by (signature): Date:
Name (please print):
Approved by (The Henry Ford rep): Date:
Title (The Henry Ford rep):



**PHOTOGRAPHIC ORDER/LETTER OF AGREEMENT
FORD PARTS DRAWINGS AND RELEASES
ORDER FORM/INVOICE**

Reference No.
Date Received:
Staff Initials:

Benson Ford Research Center
The Henry Ford
20900 Oakwood Blvd.
P.O. Box 1970
Dearborn, MI 48121-1970
P: 313.982.6020
F: 313.982.6244

THIS IS THE ONLY FORMAL INVOICE YOU WILL RECEIVE

Payment must be included with this invoice before processing will begin.
Please itemize each image. Include the item number and a brief description of each image.
Refer to the Fee Schedule included in this agreement. **Use fees will not be refunded.**

Name: _____ **Drawings to be used for:** _____

	Part Number	Description	Date of Drawing	# of Pieces	Subtotal
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

More than 15 drawings – continue on Order Form Addendum

Type of Reproduction
<input type="checkbox"/> Digital File (JPEG or TIFF)
<input type="checkbox"/> 17x22 Print (Parts Drawings) or 8.5x11 Print (Parts Releases)
<input type="checkbox"/> Photocopy (on-site only)

Pieces Subtotal	
Research Charge	
6% MI Sales Tax*	
Shipping Charges**	
Total	

Method of Payment
<input type="checkbox"/> Cash (in-person orders only)
<input type="checkbox"/> Check or Money Order payable to "The Henry Ford"
<input type="checkbox"/> Credit Card (Mastercard, Visa, Discover, or American Express)
Name on Card: _____
Credit Card #: _____ Expiration Date: _____

* Michigan Residents or Sales

** No additional shipping charge for items sent First Class Mail in U.S. and Canada. Other shipping destinations and services available, charges vary by destination, service, and size of order. Please ask.

Or, provide your shipping account #: _____



**PHOTOGRAPHIC ORDER/LETTER OF AGREEMENT
FORD PARTS DRAWINGS AND RELEASES
ORDER FORM ADDENDUM**

Reference No.
Date Received:
Staff Initials:

Name:

Drawings to be used for:

	Part Number	Description	Date of Drawing	# of Pieces	Subtotal
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Type of Reproduction
<input type="checkbox"/> Digital File (JPEG or TIFF)
<input type="checkbox"/> 17x22 Print (Parts Drawings) or 8.5x11 Print (Parts Releases)
<input type="checkbox"/> Photocopy (on-site only)

Pieces Subtotal	
Research Charge	
6% MI Sales Tax*	
Shipping Charges**	
Total	



PHOTOGRAPHIC ORDER/LETTER OF AGREEMENT FORD PARTS DRAWINGS AND RELEASES

Reference No.
Date Received:
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BLUEPRINT AND DRAWING REPRODUCTION POLICY

The duplication of drawings, such as Ford Engineering drawings or Greenfield Village building plans, will be handled in the same manner as a request for photographic images.

Anyone requesting copies of drawings will be asked to complete a Photographic Order/Letter of Agreement-Ford Parts Drawings (POLA). The cost of reproductions, regardless of the format of the reproduction, is based on the use of the image. There are two types of uses: personal research and commercial use.

Personal use indicates that the images will be used solely for private study, scholarship or research.

Commercial use indicates that the drawings are to be used to develop commercial products or used in publications. If 1-6 drawings are needed, the regular price of \$50 per image is applied. If more than 6 drawings are needed to complete an individual product, then the **Quantity Discount Fee** can be applied. Further questions regarding the use of drawings and about fees should be addressed to the Head of Access Services.

Parts Drawings can be reproduced in three formats: Photocopies from a microfilm reader printer located in the Research Center Reading Room, Digital Files on a CD-ROM, or 17x22" paper prints (from the Digital Files).

Parts Releases (records of change) can be reproduced in three formats: Photocopies from a microfilm reader printer located in the Research Center Reading Room, Digital Files on a CD-ROM, or 8.5x11" paper prints (from the Digital Files).

Photocopying: (self-service and on-site only) Because of the 70mm format, a complete photocopied drawing requires multiple sheets which then have to be pieced together to show the entire drawing. The research center does not provide a microfilm photocopy service for off-site researchers.

Digital Files or Paper Prints from Digital Files: Will be reproduced by the Research Center Staff. Available to both on-site and off-site researchers. Please allow two weeks for delivery.

REPRODUCTION AND USE FEES

Effective 10/1/09. Prices subject to change without notice.

	Parts Drawings		Parts Releases	
	Photocopies (on-site only)	17x22 paper prints or digital files on CD*	Photocopies (on-site only)	8.5x11 paper prints or digital files on CD
Personal Use	\$5.00 per piece of film	\$20.00 per piece of film	\$0.25 per page	\$5.00 per release #
Commercial Use	\$50.00 per piece of film	\$50.00 per piece of film	\$0.25 per page	\$5.00 per release #
Quantity Discount: 1-10 pieces of film**	\$300.00	\$300.00	N/A	N/A
Quantity Discount: 11-20 pieces of film**	\$500.00	\$500.00	N/A	N/A
Quantity Discount: 20+ pieces of film**	\$10.00 each additional piece of film		N/A	N/A

* If both 17x22 paper prints and digital files on CD are requested, add \$5.00 to the total for shipping & handling.

** Quantity discounts are available only if the drawings are to be used in the completion of one product.

TURN-AROUND TIME: The Research Center always completes each order as quickly as possible, please allow 10 working days from the receipt of the completed order form and payment to the shipment of print and digital file duplication orders. Large and/or special orders may require more time for completion.

EXPEDITED SERVICE: 5-day turn-around time is available at an increase of 50 % of the standard service.