



# IMAGE REQUEST FORM

Thank you for your recent request for photographic material from Newfields. In order to process your request, we need to determine what kind(s) of photograph(s), reproduction rights, and fees may be involved.

Image requests must be submitted eight weeks prior to the date the material(s) are needed to ensure adequate processing time.

Please fill out the following in as much detail as possible and email to [permissions@discovernewfields.org](mailto:permissions@discovernewfields.org).

## CONTACT INFORMATION

Name:

Address:

Telephone:

Fax:

E-mail:

Title:

Business:

## REQUESTED IMAGE(S) *\*Please attach a separate sheet if you need more room*

Title:

Title:

Artist:

Artist:

Accession #:

Accession #:

## PERMISSION IS REQUESTED TO REPRODUCE

- In Whole     In Detail     In Color     In Black & White

## IMAGE REQUIREMENTS

High Resolution Digital File    Size:

Black & White Print    Size:

Color Print    Size:

## FOR REPRODUCTION IN

Book & Journal Interior (print or electronic)

Website

Book & Journal Cover (print or electronic)

Multimedia & Apps

Television Broadcast, Film & Video

Advertising & Promotion (print or electronic)

Exhibition (print or electronic)

Re-Use (no materials furnished)

All Other Uses (please describe):

**PUBLICATION / PROJECT INFORMATION**

Title of Publication / Project:

Author / Director / Producer / Designer:

Publisher:

Number of illustrations:

Approximate Publication / Release Date:

Print Run Quantity or Term Length:

Estimated Price of Publication / Project:

Countries of Distribution:

Language(s) of Publication / Project:

Date Materials Needed By:

**ADDITIONAL RELEVANT INFORMATION**