

## Godwin-Ternbach Museum Photographic Permission Request

**Name:** \_\_\_\_\_

Company: \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Email: \_\_\_\_\_

**\*areas in bold must be filled out or request will not be processed**

\_\_\_\_ The following (photograph, slide, transparency, digital image) is available from our existing file at the rate of **\$50.00** per image for one-time publication or editorial use inside a publication.

Object for which image is requested:

Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Accession Number: \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_ The fee for shipping and handling by Registered Mail is \$12.00. You may waive this fee and pick up the material(s) in person. Please contact us to schedule a time and date.

\_\_\_\_ **PAYMENT IN ADVANCE IS REQUIRED.** Payment may be made by check in U.S. dollars made payable to the Queens College Foundation (memo: Godwin-Ternbach Museum).

**TOTAL DUE:** \_\_\_\_\_

Inquiries about objects can be made by writing to [gtmuseum@qc.edu](mailto:gtmuseum@qc.edu). Requests can be mailed to: Godwin-Ternbach Museum, 405 Klapper Hall, 65-30 Kissena Blvd, Flushing, NY 11367 or faxed to 718 997-4734. Please note, if you fax your request it will not be processed until payment has been received. If the requested materials are not available you will be notified as soon as possible. Please allow 15 business days for requests to be processed.

*Please write for educational fee schedule, if materials are intended for educational (non-publication) use only.*