

Please provide all applicable information.

Requestor

Name:	Tel:	Fax:
Affiliation:		E-mail:
Address:		
City:	State/ Province:	Zip/ Country:

Image(s) requested (attach additional pages, if necessary). Attach a copy of image(s), if possible.

Artist:	Accession #:
Title:	
Artist:	Accession #:
Title:	
Artist:	Accession #:
Title:	

Format requested (check all that apply):

- ☐ 8-1/2 x11 inch digital print
Color (for reference and study purposes only) or **B/W** (circle one)
☐ 8x10 inch black-and-white RC print (for reference, study, and reproduction)
☐ 4x5 inch color transparency—6 month rental (for reproduction)
☐ Digital file (available for certain works)

Digital Specs:

Files at the standard resolution of 72dpi will be provided for Web and other electronic uses, and 300dpi will be provided for print use.

Size:

Web use (pixel x pixel):

Other electronic uses (pixel x pixel):

Print use (inch x inch):

For shipping method other than United States Postal Service, enter carrier name and account number here (or indicate charges to be added to invoice):

Intended Use:

Study or reference (no reproduction without prior permission)

Reproduction in a print publication:

Type of publication:

Journal/magazine

Exhibition catalogue

Monograph

Textbook

Other: _____

Image placement:

Inside

Cover

Title of book/article/magazine:
Author/editor:
Publisher:
Projected date of publication:
Press Run:

Reproduction in electronic media or TV/film/video:

Type of production:

Television

Documentary

VHS/DVD

CD-ROM

Web site

Title of production:
Producer:
Projected date of broadcast:
URL and dates displayed:
Copies distributed:

FOR PRINT AND ELECTRONIC:

Language:

English

All Languages (multiply fee by 10)

Other: _____

Distribution:

North America

Worldwide

Other: _____

Printing/Production:

1st edition/Broadcast (5 years)

Reprint/Re-broadcast

Revised Edition/Revised Production

Broadcast in Perpetuity

Additional Information

Please mail or email your completed request to:

Rights and Reproductions
The Menil Collection
1511 Branard Street
Houston, Texas 77006
rights@menil.org

For Official use only

Material Fee	_____
Use Fee	_____
New Photo Fee	_____
Service Charge	_____
Other	_____
Total Charge	_____
Library Notification	_____

Allow 2-4 weeks for processing. Upon receipt and approval of application, a contract/invoice will be sent to you for your signature. Please return it with payment. **Prepayment is required.** Image(s) will then be sent to you. Large and complex orders for which new photography is required may take longer.