

**PURCHASE AGREEMENT  
 PHOTOGRAPHIC MATERIALS PURCHASED FROM  
 THE STATE PRESERVATION BOARD (SPB)**



In purchasing these photographic materials (photographic prints, negatives, slides, digital files, or any combination thereof) on behalf of: \_\_\_\_\_, the undersigned requestor hereby agrees to pay the fee of \$\_\_\_\_\_ and agrees not to use materials provided by The State Preservation Board for commercial gain. The photographic materials will be used by the requestor for the purpose of: \_\_\_\_\_, with the understanding that the image(s) may not be altered in any way.

**Conditions of Purchasing:**

1. The requestor may not use the materials for any other purpose than what is stated above.
2. The requestor agrees to credit any use of the materials to: **The State Preservation Board, Austin, Texas.**
3. All fees are to be agreed upon by both parties prior to purchase. Permission for reproduction purposes shall be granted on a one-time, one-edition, one-language basis only. Additional usage requires completion of a new agreement form.
4. If materials are to be used for a WEB site, it must be noted above and watermarked with SPB credit line.
5. The State Preservation Board requires a complimentary copy of any publication (in any medium) containing SPB images.
6. Please make checks payable to: **The State Preservation Board.**

**Item(s) Purchased:**

<u>Brief Description of Materials to be Copied</u>	<u>Accession #</u>	<u>Type of Photoduplication Requested</u>	<u>Price</u>

**I agree to abide by the above conditions.**

**Released by:**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Institution**

\_\_\_\_\_  
 State Preservation Board  
**Institution**

\_\_\_\_\_  
**Signature and Date**

\_\_\_\_\_  
**Signature and Date**

Please sign, date and return this form to the State Preservation Board at your earliest convenience. You may call 512.463.5495 or fax 512.475.4886 with any questions. Thank you for your request.

Mailing Address: State Preservation Board, P. O. Box 13286, Austin, Texas, 78711  
 Physical Address: State Preservation Board, 201 E. 14th Street, Suite 950, Austin, Texas, 78701