



Form – *Official request*

All requests for permission to reproduce, publish or otherwise use all or part of an item in the collection of the Museum of ingenuity J. Armand Bombardier (hereinafter called "MIJAB") must be submitted in writing using this form.

Please complete and return the signed original of this form. The MIJAB will contact you once your request has been studied.

Return to: Museum of ingenuity J. Armand Bombardier
Att.: Recherchiste documentaliste
1001 avenue J.-A.- Bombardier
Valcourt, Québec J0E 2L0, Canada

1. Identification of Client

Name:

Company / Institution:

Address:

City / Province / Country:

Postal code:

Telephone:

Fax:

E-mail:

Check where appropriate:

Individual:

Writer Artist Teacher Researcher Student

Other, specify: _____

Company / Institution:

Club or association Educational institution Museum institution

Cultural institution Tourism institution Government agency

Municipal agency Community agency Publisher

Production house

Other, specify: _____

2. Project description

- Project name or title:

- Project objectives:

- Project scope:

Check appropriate box(es):

Book Poster Postcard Research report Educational material

Article in: Periodical Magazine Daily newspaper Weekly Bi-monthly

Monthly TV program TV series Radio program Film Videotape CD-ROM

Internet

For collection purposes

Other, specify: _____

- For-profit: Yes No

- Print run / Circulation:

- Date(s) of broadcast or publication:

- Target audience:

- Geographic distribution:

3. Items of the MIJAB collection targeted by your request

Please specify each item targeted by your request (texts, vignettes, synopsis, etc.).

In the case of images, please state the size of the reproduced image (¼ page, ½ page or full page) and the location of the image (cover, inside, etc.). It should be noted that the documents will ultimately be available in DVD or digital files format for film footage and 600 DPI digital format for electronic documents.

Digital documents		
Description	Dimension of the reproduced image	Location

Film footage		
Description of film footage	Time codes	
	From	To
	From	To
	From	To

For use on a website, please describe how the static or moving picture will be used and provide the URL address:

URL: _____

4. Prices

For-profit project:

For a “for-profit” project, a lump sum of \$100 shall apply, including the cost of opening the file, research and processing of the request, copyright and forwarding. Additional costs of \$50 per image (electronic document) and \$50 per second (film footage) shall also apply.

These charges may be reduced, depending on the nature of the Project. For a “non-profit” project: costs up to a maximum of \$15 will apply. Depending on the details of the project, your request may be entirely free of charge.

[Signatures on the following page]

SIGNATURES

The Client shall sign below to certify that the information on this form is true and exact and that the Client understands and accepts the conditions set out above.

Signature of Client: _____ Date: _____

Name: _____
(block letters)