



Electronic Arts Intermix 535 West 22nd Street, Fifth Floor, New York, NY 10011  
 tel. (212) 337-0694 fax (212) 337-0679 rcleman@eai.org www.eai.org

## ARCHIVAL PURCHASE Order Form

To avoid delays please complete this form as fully as possible and return it by mail, email, or fax.

• Your details:

Date (today): \_\_\_\_\_ Date needed by: \_\_\_\_\_  
 Contact name & title: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
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 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_  
 Country: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Shipping contact & address (if different):

  
  
  
  

• Your order:

| title | artist | fee (if known) |
|-------|--------|----------------|
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For more titles please add an extra page.

• **Image Request:**

EAI provides one representative video still free of charge for each work rented or purchased. There is a two-week turnaround for requests, so please contact us well in advance of your print deadline. To make a request for images, please download the form at [http://eai.org/user\\_files/supporting\\_documents/images.pdf](http://eai.org/user_files/supporting_documents/images.pdf) and follow the submission instructions.

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- If you have an upcoming exhibition or screening, please give details below:

Program/exhibition title: \_\_\_\_\_

Exhibition/screening dates\*: \_\_\_\_\_

Web page or site address: \_\_\_\_\_

Venue: Gallery  Cinema/screening space  Other, please specify: \_\_\_\_\_

Detailed description of program exhibition/screening:

- 
- Tape details:

Format: Beta SP  Digital Beta  Other, please specify: \_\_\_\_\_

Standard: NTSC  PAL

Do you require exhibition or research copies? (Please inquire for DVD PAL format.)

DVD NTSC  DVD PAL  Blu-Ray

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- Shipping: Please bill me for shipping:  
FedEx express domestic/ international (fee based on FedEx website estimate)

OR Please use my shipping account:

Federal Express

UPS

DHL

If shipping on your carrier account, please complete the waybill online and email to EAI.  
This prevents delays caused by errors with the shipping account.

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- Delivery time: Shipments are generally scheduled to arrive 1-2 weeks before the screening date or exhibition opening. Contact the EAI office if special arrangements are necessary. See below for estimated delivery times and rush fees.

Domestic (USA only) - within 3 weeks

Standard International - within 5 week

**Rush domestic** - within 1-3 weeks: add \$15 per title

**Rush international** - within 2-5 weeks: add \$15 per title

**Super-rush domestic** - within 1 week: add \$30 title

**Super-rush international** - within 2 weeks: add \$30 title

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- Payment: Check in \$US from a US-based bank

International Wire Transfer: add \$20 bank fee

Credit Card: Mastercard  Visa  American Express

Name as it appears on Card: \_\_\_\_\_

Account number: \_\_\_\_\_

Expiry: \_\_\_\_ \_\_\_\_ / \_\_\_\_ \_\_\_\_ V-Code - 3 digit security code on back of card: \_\_\_\_ \_\_\_\_ \_\_\_\_

Order number (if applicable) \_\_\_\_\_

**Note: 1. Payment must be received in full before materials can be sent.**

**2. Sales tax will be charged to any institution or individual located in New York State unless tax-exempt status (form ST-119.1) is provided.**