

Image Library, The Fitzwilliam Museum, Trumpington Street, Cambridge CB2 1RB
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(e) licensing@fitzmuseum.cam.ac.uk

Images for Personal Study, Reference, Research or Teaching Use

Please complete and submit this form. Our contact details are above. You will then be contacted by a member of our team who will provide a quotation for the cost of your order and an estimated turnaround time.

For more information about how we handle your personal information, please see:
<https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>

Client Details

Client Name:	Invoice Name (if different):
Client Address:	Invoice Address (if different):
Email Address:	VAT No (if applicable):
Telephone:	Date:
Institutional Affiliation (if applicable):	Other relevant information:

Image Supply (via free download)

The fees for the supply of readily available digital images are as follows (excluding VAT):

Image Format	Price per image	Please select
300dpi JPEG file	£15	
300dpi TIFF file	£40	

In some cases, new photography will be required. This will be confirmed once we receive your order form. Please see page 3 for our up-to-date studio photography fees.

Order Details

Collection Items (please continue onto a separate sheet if necessary)

Museum Object No.	Artist/Maker	Title

Microfilm

Please contact us if you wish to order digital copies from microfilm and we will provide a quotation. Copies are supplied in pdf format and images are in black and white.

Turnaround time:

Orders will not be processed until payment has been received. Orders for new photography are normally processed within 6-8 weeks, subject to availability. Orders for existing images are usually processed well within 28 working days. The Image Library reserves the right to apply a surcharge for new images required within 14 working days (subject to availability), for existing images that are needed within 5 working days, for photography that will be particularly time consuming, or for items that require special handling.

Image Dispatch:

Orders are normally dispatched via a free digital download; however, a CD can be requested. Any orders that are provided on a CD will incur an additional charge of £5 +vat. to cover the costs of packaging and postage.

Please note:

- VAT (where applicable), at the prevailing rate, will be charged in addition to the fees above. Our VAT No. is GB 823 8476 09.
- Orders will not be processed until payment has been received. We require pre-payment for all orders. A Quotation with payment instructions will be supplied on receipt of this form and once both parties have agreed to the costs.
- The copyright in all the images remains the property of The Fitzwilliam Museum, University of Cambridge.
- No image supplied may be published or reproduced without prior approval and a licence agreement from the Image Library.
- Images cannot be supplied to individuals or companies operating a photographic hire/sales service.

New Studio Photography Costs

- Costs per photograph
- VAT is added where applicable
- Costs are in addition to image supply fees

Collection Item	Service Charge: Cost per new photograph
2-D Paintings: framed or unframed; portrait miniatures	£70 first photo, plus £35 for each additional photo, e.g. details, reverse, different angles
3-D: Ceramic, wood, marble, pottery	
Larger textiles such as tapestries and rugs, costumes	
2-D Drawings, prints, cuttings, letters	£35
3-D Small items: Coins, medals, gems, scarabs, fragments, ostrakon	
Textile Samplers	
3-D Works: glass, metals, mixed media, jewellery	£90 first photo, plus £45 for each additional photo
Bound books and albums: Illuminated manuscripts, music manuscripts, printed/rare books, sketchbooks/notebooks	£45
Urgency surcharge: For turnaround within 14 days.	Extra 50% of the photography fee
Complexity surcharge	Extra 50% of the photography fee
Set day rate for bespoke jobs e.g. large works on display to be shot in-situ / off-site photography	£450 for the day (6 hours)