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## IMAGE ORDER FORM – PRIVATE, TEACHING OR RESEARCH USE

Please complete this form in BLOCK CAPITALS and email or post it to the address provided above. You will then be contacted by a member of our team who will provide a quotation for image supply and an estimated turnaround time.

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## Order Details (please use a separate sheet if necessary):

Museum Accession No. if known	Artist/Maker	Title

# **Photographic Options:**

Digital & Prints	Price £	Quantity
JPEG image for study/research (300dpi)	10.00	
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Day rate for new studio photography	230.00	

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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.

### New Photography costs per photograph:

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3-D Objects (Antiquities and Applied Arts)	£45.00

#### 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 normally processed within 28 working days. The Image Library reserves the right to charge an urgency surcharge for images required within 14 working days, for photography that will be particularly time consuming, or for items that require special handling.

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