



as-fi@beniculturali.it

IMAGE REPRODUCTION REQUEST FORM

Name

Surname

Address

Telephone

Vat n./Cod.Fiscale

e-mail:

delivery address (only if a printed version is required):

Applies for :

Photograph reproduction (the price list is on the next page; payment is to be made after having received an estimate)

Firenze,

VISTO SI AUTORIZZA

IL DIRETTORE

Avvertenze:

1. Please check the reference number of each document/unit and copy it down precisely: **archival fonds**, series, file (if present), item number, folios.
2. Please insert the folio number as you find it on the document listing each folio and clearly indicating if it is *recto* or *verso* (es.: cc. 5r, 7rv, 10r-12v, da 10r a 12v); if possible insert the paper strip available in the Archives inserting them in the document to select the first and last folio you are interested in.
3. Please insert **the partial number of shots**, if you know them, in order to obtain an estimate.

REPRODUCTION DETAILS

1	Archival fonds and series	
	Number of the item	
	Folios	
	Shots n.	
2	Archival fonds and series	
	Number of the item	
	Folios	
	Shots n.	
3	Archival fonds and series	
	Number of the item	
	Folios	
	Shots n.	
4	Archival fonds and series	
	Number of item	
	Folios	
	Shots n.	

DETAILS AND COSTS

N.	Reproduction fees do not comprehend 22% vat, that will be added to the final cost Tipo di ripresa		N. scatti/immagini
	1. Single digital shot	€ 5,70	
	2. Digital shots (2 or more)	€ 3,70	
	3. Digital shots in sequence, from the same unit (more than 30 images)	€ 2,70	
	4. Large size originals (more than cm.70x100) requiring multiple partial shots, folded/rolled maps or parchments, rolled/folded tracing or projects, watermarks, seals, frames requiring the use of a tripod)	€ 6,20	
	5. Microfilm scans over 200 images	€ 1,10	
	6. Microfilm scans up to 200 images	€ 0,90	
	7. Microfilm scans, not contiguous images	€ 3,20	
	8. Microfilm scans, single image	€ 5,20	
	9. Scansioni da dia 24 x 36	€ 3,20	
	10. Slide scanning, 6 X 6, 6 X 7	€ 5,20	
	11. Slide scanning, 10 X 12	€ 8,20	
	12. Slide scanning, 13 X 18	€ 9,20	