

Image Library, The Fitzwilliam Museum, Trumpington Street, Cambridge CB2 1RB
 (t) +44 (0)1223 332927
 (e) licensing@fitzmuseum.cam.ac.uk

IMAGE ORDER FORM – PRIVATE, TEACHING, OR RESEARCH USE

Please complete this form 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.

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

Name & Title:	
Address/Invoice Address:	Institution Address (if applicable):
Email:	VAT No:
Telephone:	Date:
Institutional Affiliation:	

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

Museum Accession No. if known	Artist/Maker	Title

Image supply cost per image:

Digital Images	Price £	Quantity
Jpeg image (300dpi)	10.00	

New photography costs per photograph (where applicable) in addition to the image supply fee above:

Drawings, Prints, Music Manuscripts, Single Leaf Manuscripts, Coins & Medals, Banknotes, Paintings	£25.00
Illuminated Manuscripts and Samplers/Textiles	£35.00
3D Objects (Applied Arts and Antiquities)	£45.00

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 normally processed within 28 working days. The Image Library reserves the right to charge an urgency surcharge for new images required within 14 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 £5.00, to cover the costs of packaging and postage.

- 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.