

The Box

REPRODUCTION AGREEMENT

Reference Number – *****

Requester				
Name of organisation/person:				
Company number (if applicable) and registered office or address:				
Material				
Title of Work/Description	Credit	Accession Number		
Permissions				
Terms of Use	Cost per second	Number of seconds	Cost	
		Digitisation		
		Subtotal		
		VAT		
		Total		

DEFINITIONS:

'Material' means any still image, film or video footage, audio product, visual representation generated optically, electronically, digitally or by any other means, including negatives, transparencies, film imprints, prints, original digital files, or products.

'Licence' is the agreement granting the requester permission to use the material as specified in the 'Terms of Use'.

'Digitisation' is the conversion of text, pictures or sound into a digital format

'Service Fee' is to cover the costs to complete due diligence checks, administration, and processing of the enquiry.

'Reproduce' means any form of publication or copying of the whole or part of any Material, whether altered or not, via any medium and by whatever means and the creation of any derivative work from, or that incorporates, the Material.

'The Box' means Arca (Plymouth) Limited (a company registered in England and Wales with company number 12187662 whose registered address is Ballard House, West Hoe Road, Plymouth, Devon, PL1 3BJ

TERMS & CONDITIONS

This agreement (the '**Reproduction Agreement**') is made between The Box and the Requester. Reproduction of the materials is subject to the provisions below and above:

- 1) The credit must be used as detailed within this Reproduction Agreement
- 2) The Box grants the requester permission to Reproduce the Material on the terms set out in this Reproduction agreement.
- 3) The Requester shall not reproduce, alter, transfer, pass on or copy on to a third party the Material.
- 4) The Requester hereby indemnifies The Box in relation to any loss, liability, cost or expense incurred through use of the Material.

The Box

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Reference Number – *****

Agreement			
The above is agreed for and on behalf of the Requester:			
Signed		Date	
Name		Position	
e-mail		Telephone	
The Box Staff Use Only			
The above is agreed for and on behalf of Arca (Plymouth) Limited, trading as The Box			
Signed		Date	
Name		Position	

The Privacy Policy is available on our website details how we use your information

SAMPLE