

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.

'Permissions' 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.

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"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

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- 5) The Requester hereby indemnifies The Box in relation to any loss, liability, cost or expense incurred through use of the Material.

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

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