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			cession umber
Permissions				
Terms of Use	Co	ost per	Number of	Cost
	ir	nage	images	
			Digitisation	
			Subtotal	
			VAT	
			Total	

DEFINITIONS:

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'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

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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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