

**IMAGE REQUEST/PERMISSIONS FORM**

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**CONTACT DETAILS / BILLING ADDRESS**

|  |  |
| --- | --- |
| **NAME** | **PHONE** |
| **COMPANY** | **EMAIL** |
| **ADDRESS** |
| **Postcode** | **VAT Code (if applicable)** |

 **IMAGE USE** (tick as applicable)

|  |  |
| --- | --- |
|  | Personal research |
|  | Academic use (education, teaching)which is free at point of access |
|  | Commercial use |

**IF YOU ARE THE AUTHOR, WILL YOU BE FINANCIALLY REMUNERATED FOR THE PUBLICATION?** YES / NO (delete as applicable)

**PROPOSED PURPOSE OF IMAGE USE** (tick as applicable)

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| --- | --- | --- | --- | --- | --- |
|  | Book (print) |  | Article (magazine / newspaper) |  | Merchandising (please specify) |
|  | Book (electronic) |  | Filming (please specify) |  | Exhibition display |
|  | Article (journal) |  | Website (free access) |  |  |

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| --- |
| Further details |
|  |

**PERMISSION REQUESTED TO REPRODUCE**

|  |  |
| --- | --- |
|  **Image required** | **IMAGE REQUIREMENTS** |
| Shelfmark / Object number if known | **Title / Description + Author** | **Colour** | **B/W** | **Full** | **Detail** |
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|  |  |  |  |  |

**IN THE FOLLOWING PUBLICATION/PRODUCTION/ARTICLE/WEBSITE etc.**

|  |  |
| --- | --- |
| **Author** | **Title** |
| **Publisher** | **Print run / broadcast length** | **Launch date** |

**RIGHTS REQUIRED (PRINTED MATERIAL / PUBLISHING)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dimensions of print** | **One country, one language**  | **World, one language** | **World, multi-lingual** |
| Less than ½ page (inside) |  |  |  |
| ½ page (inside) |  |  |  |
| Full page (inside) |  |  |  |
| Front cover |  |  |  |

**RIGHTS REQUIRED (BROADCASTING / TV / FILM)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Territory (tick as appropriate)**  | **Regional** |  | **National** |  | **World** |  |
| Give details…. |

**RIGHTS REQUIRED (DISPLAY BOARDS/EXHIBITION PANELS)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A5** | **A4** | **A3** |
| **Up to 12 months** |  |  |  |
| **Over 12 months Permanent Display** |  |  |  |

**RIGHTS REQUIRED (MERCHANDISING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1000** | **2500** | **5000** | **10000 and over** |
| **Stationery (2D)** |  |  |  |  |
| **Stationery (3D)\*** |  |  |  |  |
| **Apparel** |  |  |  |  |
| **Other** *(please specify)* |

\*Includes image use on packaging

**DO YOU ALSO REQUIRE THE SOCIETY TO SEND YOU A DIGITAL IMAGE? YES / NO\***

MANDATORY FIELD

|  |  |
| --- | --- |
| **Resolution** | **Y/N** |
| High Resolution digital image? (300dpi, up to 2500 pixels along longest side) |  |
| Low Resolution digital image? (72 dpi, up to 768 pixels along longest side) |  |

Please note – The Society of Antiquaries will send digital images by email. Images sent by CD incur additional charges.

I have read and agree to the Society of Antiquaries of London’s Image Policy, outlining Terms and Conditions of Image Use, including use of a specified credit line.

 **Signed**…………………………………………………………..  **Date**………………………………………….

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