

IMPERIAL WAR MUSEUM IMAGE ORDER FORM Contents

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IMPERIAL WAR MUSEUM IMAGE ORDER FORM

NOTES AND GUIDELINES

Value Added Tax Customers from non-EU countries do not have to pay VAT (TVA, IVA or BTW).

Customers from EU countries will pay VAT (TVA, IVA or BTW) if a valid VAT No. is not supplied.
Customers from the UK will pay VAT.

Purchase Orders The Museum is unable to accept purchase orders under the value of £50.00. Printed purchase orders must be attached to the order form. Order forms and purchase orders arriving separately will be returned unprocessed.

Copyright Many of the Museums images and objects have active private or commercial copyright status. It is essential that completed "Applications for permission to use" forms are submitted with adequate time allowed for checking, processing and granting of permission in writing E.G. 10 working days.

Licencing Where applicable a fee for permission to use a copy of an IWM image will be charged. No permission should be inferred from the application process, a written letter will be issued to allow image use. Penalty fees will be charged if applicable for retrospective applications.

Despatch times Commencement of work on your order can only start after receipt of payment or a printed purchase order. The subsequent despatch times are in working days only and exclude weekends and public holidays. We will endeavour to fulfill your requests for images in whatever format to the stated turnaround times. However, if we feel we are unable to despatch on time we will contact you. Orders that fall outside our terms and conditions are by negotiation. We do not accept multiple orders.

Digital Files Only a small percentage of our images have been digitized. Please check the IWM Collections Online website at <http://www.iwmcollections.org.uk/imagesales> to confirm availability of files. If you can see the image online, it is available.

Digital File Types Web-ready jpeg @72dpi: suitable for websites
A5 @300dpi jpeg (standard file) designed to print at A5 (148x210mm / 5.8x8.3 inches) and suitable for most forms of commercial repro.
A4 @300dpi jpeg (standard file) designed to print at A4 (210x297mm / 8.3x11.7 inches)
A3 @300dpi Tif (standard file) designed to print at A3. (297x420mm / 11.7x16.5 inches)
A3 @300dpi Tif (exhibition quality) suitable for exhibition panels.

Standard File: The file will be provided full frame and will have the contrast adjusted to provide a high quality printable file. Digital removal of some blemishes may be included but is not guaranteed

Exhibition Quality File: The file will be fully adjusted to provide a high quality output. The published cost includes up to 1 hour of expert digital operator time. Time over and above this will be charged pro rata and agreed with the customer beforehand

New Digitisation If you wish to have photographs digitised, please check with the Photograph Archive regarding availability of source material, turnaround times and copyright restrictions.

New Photography If you wish to have Museum objects photographed, we will check with the relevant department, and depending on availability of the source material and copyright restrictions, will advise you of the turnaround time.

Digital Prints The majority of the IWM photograph collection is available in black & white only. Please do not order a colour print unless you have confirmed availability by checking the IWM Collections Online website at <http://www.iwmcollections.org.uk/imagesales> If you can see the image online, it is available. For sizes other than those listed, please check with the department.

Black & White Traditional Prints These are printed by hand from black and white negatives from the Museum's collections.

Image Selection Please enter your image selection on the appropriate continuation sheets provided.
DIGITAL FILE SHEET for Digital Files only.
DIGITAL PRINT SHEET for Digital Prints only.
BLACK & WHITE PRINT SHEET for Black & White Traditional Prints only.
Print off extra sheets if necessary.

Telephone Orders We regret that we are unable to accept orders over the telephone.

IMPERIAL WAR MUSEUM IMAGE ORDER PRICE LIST & DESPATCH TIMES

DIGITAL FILES

| Format and Notes | Size & Resolution | File Size B&W approx | File Size Colour approx | £Price excluding VAT | £Total Cost including VAT |
|-------------------------------|--|----------------------------|-------------------------------|----------------------------|---------------------------------|
| Digital file by email (5 max) | Web-ready Jpeg @ 72dpi | 35KB | 60KB | 5 | 5.88 |
| | A5 @ 300dpi Jpeg (standard file) | 900KB | 2MB | 5 | 5.88 |
| Digital file by CD | A5 @ 300dpi Jpeg (standard file) | 900KB | 2MB | 5 | 5.88 |
| | A4 @ 300dpi Jpeg (standard file) | 3.5MB | 8MB | 10 | 11.75 |
| | A3 @ 300dpi Tif (standard file) | 20MB | 50MB | 25 | 29.38 |
| | A3 @ 300dpi Tif (exhibition file) | 20MB | 50MB | 45 | 52.88 |
| New Digital Scan | Of photographs from the IWM Photograph Archive, all formats | | | 30 | 35.25 |
| New Photography | From other IWM collections, including Exhibits, Documents or Art | | | 50 | 58.75 |

DIGITAL PRINTS

| Format and Notes | Size | £Price excluding VAT | £Total Cost including VAT |
|-------------------------|--------------------------------------|----------------------|---------------------------|
| Colour or Black & White | A5 148 x 210 mm (5.8 x 8.3 inches) | 4 | 4.70 |
| | A4 210 x 297 mm (8.3 x 11.7 inches) | 8 | 9.40 |
| | A3 297 x 420 mm (11.7 x 16.5 inches) | 15 | 17.63 |

BLACK & WHITE TRADITIONAL PRINTS

| Format and Notes | Size | £Price excluding VAT | £Total Cost including VAT |
|-------------------|---------------------------------|--|--|
| Four week service | 7 x 5 inches (178 x 127 mm) | 4.85 | 5.70 |
| | 8.5 x 6.5 inches (216 x 165 mm) | 6.00 | 7.05 |
| | 10 x 8 inches (254 x 203 mm) | 7.15 | 8.40 |
| | 12 x 9.5 inches (305 x 240 mm) | 9.70 | 11.40 |
| | 16 x 12 inches (406 x 305 mm) | 12.00 | 14.10 |
| | 20 x 16 inches (508 x 406 mm) | 18.00 | 21.15 |
| | 24 x 20 inches (610 x 508 mm) | 24.00 | 28.20 |
| Two Week service | All sizes | Double the cost of Four week service | Double the cost of Four week service |
| Three Day service | All sizes | Same as Four week service, plus £20.00 per print | Same as Four week service, plus £23.50 per print |

POSTAGE

| Format and Notes | Size | £Price excluding VAT | £Total Cost including VAT |
|--|--|----------------------|---------------------------|
| Postage fees are waived on supply of your courier account number | UK First class (one 7x5 print or one CD) | 2.00 | 2.35 |
| | UK First class (all other orders) | 4.95 | 5.81 |
| | Europe via Air Mail | 14.95 | 17.57 |
| | Rest of world via Air Mail | 24.95 | 29.32 |

DESPATCH TIMES Please note: All despatch times are timed from receipt of payment.

| | | |
|----------------------------------|-------------------------|--|
| Existing Digital files | Digital Files via Email | Despatched within 2 working days excluding weekends and public holidays – 5 images max |
| | Digital files via CD | Hi res files despatched within 5 working days excluding weekends and public holidays. Not guaranteed for orders over 20 images. Turnaround for larger orders by negotiation. |
| New Scans or photographs | All formats | Subject to suitability and availability of source material and copyright restrictions. Timing will be advised on application. |
| Digital Prints | | Digital prints processed in 10 working days excluding weekends and public holidays. |
| Black & White Traditional Prints | Four week service | Processed in 20 working days, excluding weekends and public holidays. |
| | Two week service | Processed in 10 working days excluding weekends and public holidays. |
| | Three day service | Processed in 3 working days, excluding weekends and public holidays, staff resources permitting |

