



as-fi@beniculturali.it

REQUEST FORM OF **PHOTOGRAPHIC REPRODUCTIONS**

Applicant:

Name

Surname

Resident in

Address

Home/Mobile phone

VAT n. / Fiscal code

e-mail:

delivery address, only if different from residential address

Request for :

Photographic reproductions / duplications of existing digitalisations by the ASFi photographic reproduction service (**price list on the next page; payment to be made after having received an estimate**)

The list of material to be reproduced or duplicated is on the next page

Firenze,

VISTO SI AUTORIZZA

IL DIRETTORE

Warning:

1. Accurately check the reference number of each document/unit and copy it down precisely.
2. Specify: **the fond, the (possible) series , the item number** (wether papery, on reel or CD) and the papers to be reproduced.
3. If photographic reproductions are not undertaken personally, it is suggested to make reference to the numbering affixed on the papers, by listing each folio, also clearly indicating the *recto* and *verso* (e.g.: cc. 5r, 7rv, 10r-12v, from 10r to 12v) and making use of the special paper strips, inserting them in the document, and clearly stating (on them) the beginning and the end of the part to be reproduced.
4. For photographic reproductions/duplications of existing digitalisations through the ASFi photographic reproduction service, you shall indicate **the partial number of the shots** on the following form. These elements are essential in order to obtain an estimate.

LIST OF MATERIAL TO BE REPRODUCED

1	Fond (and possible series)	
	Number of the unit (specify if paper, reel or cd)	
	Papers (indicate if entire unit)	
	Partial shots	
2	Fond (and possible series)	
	Number of the unit (specify if paper, reel or cd)	
	Papers (indicate if entire unit)	
	Partial shots	
3	Fond (and possible series)	
	Number of the unit (specify if paper, reel or cd)	
	Papers (indicate if entire unit)	
	Partial shots	
4	Fond (and possible series)	
	Number of the unit (specify if paper, reel or cd)	
	Papers (indicate if entire unit)	
	Partial shots	

PHOTOGRAPHIC REPRODUCTIONS REQUEST

N.	Type of shot	Price for single shot/ single image	N. of shots/images
1.	Single digital shot	€ 5,50	
2.	Digital shots (2 or more)	€ 3,50	
3.	Digital shots in sequence, from the same unit (more than 30 images)	€ 2,50	
4.	Special digital shots (large size originals - 70X100 cm or larger – requiring multiple partial shots, rolled/folded parchments or plans, folded plans/papers bound into a <i>filza</i> , rolled/folded tracings or projects, watermarks, seals, unit backs, framings requiring the use of a tripod)	€ 6,00	
5.	Microfilm scanning, over 200 images	€ 0,70	
6.	Microfilm scanning, up to 200 images	€ 0,90	
7.	Microfilm scanning, non-contiguous images	€ 3,00	
8.	Microfilm scanning, single image	€ 5,00	
9.	Slides scanning, 24 x 36 mm	€ 3,00	
10.	Slides scanning, 6 x 6 / 6 x 7 cm	€ 5,00	
11.	Slides scanning, 10 x 12 cm	€ 8,00	
12.	Slides scanning, 13 x 18 cm	€ 9,00	
13.	Duplicate of existing image file (single)	€ 3,50	
14.	Duplicates of existing image files	€ 2,00	