



**PENSHURST PLACE & GARDENS IMAGE LIBRARY  
APPLICATION FOR REPRODUCTION PERMISSION**

✓	Loan agreed	Staff initials
	Image available	
	Invoice requested	
	Contract issued	
	Invoice issued	
	Contract signed	
	Invoice paid	
	Image supplied	

FOR INTERNAL USE ONLY

Permission is requested by (the licensee):

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

VAT Number: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**DETAILS TO SEND INVOICE IF DIFFERENT:**

**DETAILS OF WHERE TO SEND/UPLOAD IMAGE:**

**TO REPRODUCE THE FOLLOWING IMAGES(s): Please give full details**

**Title of Publication:**

**Date of Publication:**

**For one time publication in:**

✓

<input type="checkbox"/>	Printed book
<input type="checkbox"/>	Exhibition Catalogue
<input type="checkbox"/>	Newspaper/Magazine
<input type="checkbox"/>	Other (please state):
<input type="checkbox"/>	
<input type="checkbox"/>	<b>Print details:</b>
<input type="checkbox"/>	Print run number
<input type="checkbox"/>	
<input type="checkbox"/>	<b>For use as:</b>
<input type="checkbox"/>	Inside illustration
<input type="checkbox"/>	Other (please state):
<input type="checkbox"/>	
<input type="checkbox"/>	<b>REPRINT REQUEST – if so do you need image resupplied? Y/N</b>

**Requirements:**

	Colour	✓	Black & White	✓	Reprint	✓	Format	✓
UK only	£100.00 + VAT		£75.00 + VAT		£50.00 + VAT		<b>Digital</b>	
Single Language (not English)	£150.00 + VAT		£125.00 + VAT		£75.00 + VAT		DPI	
UK & USA only	£200.00 + VAT		£175.00 + VAT		£90.00 + VAT		Size in pixels	
Worldwide	£275.00 + VAT		£200.00 + VAT		£100.00+ VAT		<b>Transparency</b>	

**DATE IMAGE REQUIRED:(please note we request at least 6 weeks notice before image required)**

*If the loan is agreed and an image available a full terms and conditions document will be issued to be signed and returned, with an invoice. Image will be supplied on payment of the invoice.*

The applicant agrees that this permission, if granted, shall be subject to the conditions supplied and that if colour transparencies are loaned they will be returned within three months of the dispatch date.

The following acknowledgement will be **printed adjacent to any image used**; “By kind permission of Viscount De L’Isle from his private collection at Penshurst Place, Kent, England”

**Please print name:**

**Date:**