

**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: N/A

Address: (please fill in)

VAT Number: N/A

Tel: (please fill in) Email: (please fill in)

DETAILS TO SEND INVOICE IF DIFFERENT: N/A

DETAILS OF WHERE TO SEND/UPLOAD IMAGE: (same as email address)

TO REPRODUCE THE FOLLOWING IMAGES(S): (Please give as much detail as possible as to how the image will be used and distributed)

	Printed book
	Exhibition Catalogue
	Newspaper/Magazine
	Other (please state):
	Print details:
	Print run number
	For use as:
	Inside illustration
	Other (please state):
	REPRINT REQUEST – if so do you need image resupplied? Y/N -No

(N/A) Requirements:

	Colour	✓	Black & White	✓	Reprint	✓	Format	✓
UK only	£100.00 + VAT		£75.00 + VAT		£50.00 + VAT		Digital	
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		Transparency	

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: