

REME MUSEUM ARCHIVES REPRODUCTION SERVICES

We are able to provide copies of items from our collections subject to copyright requirements, any access restrictions that might apply and the condition of the material.

Standard Fees

Photocopies up to A4	Black-and-white £0.40; colour £1.00
Photocopies A3	Black-and-white £0.60; colour £2.00
Digital Material – New	£1.50
Digital Material – Already scanned	£1.00

Due to administrative costs a minimum transaction fee of £10 will be charged. For bulk orders separate tariffs apply.

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Fees for reproduction of images for printed publications, film, television and other commercial filming will be subject to negotiation.

Methods of payment:

Please do not send payment until you have received an invoice.

Payment can be made by BACS, cheque and cash.

All account details are included on the invoice.

Delivery:

- Orders will be processed within 10 working days from the date we receive payment. Larger orders may take longer.
- International postage will incur an additional fee.
- Orders can also be collected in person.

Copying policy

Some original documents and items may not be able to be photocopied or digitised for conservation reasons. If we are unable to photocopy an item for you, we may be able to take digital images of the document at a cost of £20 per hour. This will depend on the type and condition of the original document and whether special handling and photography techniques are required.

Material in copyright

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Before we can produce your copies, we require you to complete a copying services order form, including the copyright declaration if relevant.