

## Copying Charges

**Inclusive of VAT. P&P will also apply if appropriate.**

**Black and white photocopies, and prints from microfilm/microfiche:**

- A4                £1 per sheet
- A3                £2 per sheet
- A2                £4 per sheet

**Colour photocopies:**

- A4                £2 per sheet
- A3                £4 per sheet

Copying of record and aperture cards by staff is limited to 15 cards per customer per month or those required for five airfield sites (please note that for airfield sites the default size is A2 for legibility reasons unless a smaller size is requested). There is no limit for self-service copying by customers.

**Self-service camera use fee:**                                £10 per day

**Supply of complete copies of manuals, microfilms or documents:**

Estimates provided on a case by case basis. A 50% deposit is required on any order. For items over 100 pages the following charges will be included:

**Supply of a quote:**                                £10 per item

**Preparation/QA of copies:**    £10 per item

**Photography by Museum:**    £60 per image

**Supply of digital files:**

**Collation of existing files and/or creation of low resolution files:**

£2 per image limited to 25 files/images per customer per month

**Creation of high resolution files:**

£12 per file or image, limited to 10 files/images per customer per month

**Supply fee for commercial use:** £42 per order