



**Elmbridge**  
Borough Council  
*... bridging the communities ...*

**Elmbridge  
Museum**

## FEES AND CHARGES

Charges do not include postage and packing and there will be a minimum charge of £2.50 per package.

All of the following charges will be applied from April 2018.

### **Photocopies and printouts**

A4 black and white copies – 10p

A3 black and white copies –40p

A4 colour copies – 40p

A3 colour copies –80p

### **Photography using your own camera** (for items selected in person)

£1 per image taken

### **Photograph prints** (printed on photographic paper from digital image or negative)

A4 - £10

A3 - £25

(minimum of £2.50 postage)

### **Image reproduction/publication fees** (added to the cost of the image)

Commercial reproduction - £50

Non-Commercial/Educational reproduction - £25

### **Digital images**

Email low-res jpeg 100dpi - £5

Email high-res jpeg 300dpi - £7.50

Email high-res Tiff file - £10

Email photocopier/printer image - £1

Scanning of previously unscanned images - £10

### **Research fees** (enquiries received by phone, email or letter)

1<sup>st</sup> half hour free, then £15 per hour

**Special Collections have an additional charge, which is available on application.**