**Copying Charges**

**Conditions of supply and use of all copies**

If you require a copy of a record or image for personal research or private study the supply charges below apply.

If you require a copy for publication, exhibition or other public or commercial use the reproduction charges also apply.

Copies should be ordered using the Copying Services Order Form.

**Image supply charges** (inclusive of VAT)

|  |
| --- |
| **Photocopying and printouts of scanned images** |
| A4A3Admin charge for more than 20 copies | 20p40p£5 |
| **Scans** |
| Existing jpeg digital image on disc or e-mail attachmentNew scanAdmin charge for more than 10 scansCopying documents above A3 size | £10£10£10£20 |