Reprographics Request

Please complete this form if you would like to request digital images from the Linnean Society of London. This form is NOT for requesting permission to reproduce images.

Return to the Digital Assets Manager by email: images@linnean.org, fax: +44 (0)20 7287 9364, or post: The Linnean Society of London, Burlington House, Piccadilly, London, W1J 0BF.

By signing this form, you agree to the following Terms and Conditions:

- The condition of the item(s) requested will determine whether or not the request can be fulfilled. Preservation of the material is paramount.
- The Linnean Society reserves the right to refuse orders.
- The total payment amount and methods of payment will be confirmed in writing (usually by email) after the request is made. Please do not attempt to pay until you receive confirmation.
- Reprographics work will only take place after payment is received.
- Once payment is received, it may take up to two weeks to receive images. Large requests may take longer but you will be advised.
- Images will be sent via WeTransfer or email.
- The Society does not currently offer a printing service.
- The Society will not undertake image research on your behalf.
- You will not supply a copy of the image(s) to another person/party.
- Requests will only be fulfilled in adherence to current copyright law.
- If you wish to reproduce any images from the Linnean Society, you will complete an Application for Permission to Reproduce Images (see www.linnean.org/images or email images@linnean.org to obtain a form).

Please choose from the following:

☐ I can confirm that these images will be used only for personal study or research.

☐ The requested images are required for reproduction and I have completed or will complete an Application for Permission to Reproduce Images.

Please select the image format you require:

(All prices are ex-VAT and VAT will be added when applicable)

☐ Standard quality images £5.00 for the first page of each item
30p for each additional page of an item
Sent as PDF files and are suitable for research but not reproduction.

☐ High quality images £10.00/image
Sent as JPEG or TIFF files (300 dpi unless otherwise requested) and are suitable for reproduction.

☐ JPEG  ☐ TIFF

Please complete and sign the next page.
Details of item(s) requested (Please attach additional sheet if more images are required)

1. Reference ___________________________ Page/folio number(s) ___________________________
   Title/description ________________________________________________________________

2. Reference ___________________________ Page/folio number(s) ___________________________
   Title/description ________________________________________________________________

3. Reference ___________________________ Page/folio number(s) ___________________________
   Title/description ________________________________________________________________

4. Reference ___________________________ Page/folio number(s) ___________________________
   Title/description ________________________________________________________________

5. Reference ___________________________ Page/folio number(s) ___________________________
   Title/description ________________________________________________________________

I have read and I agree to the Terms and Conditions of this request form.

Name ___________________________ Address ___________________________________________
Email ___________________________ Phone ___________________________
Signature ___________________________ Date ___________________________

The data supplied on this form is used by the Linnean Society for security and copyright purposes and will
not undergo any secondary processing. In accordance with General Data Protection Regulation (GDPR), your
information will be kept for a period of 3 years, at which point it will be securely destroyed.

FOR OFFICE USE ONLY

Total (ex-VAT) £ ___________________________ VAT exempt? □ YES  □ NO
Total £ ___________________________

Processed by ___________________________ Date ___________________________
Method of payment ___________________________ Date paid ___________________________
Date images sent ___________________________