

**APPLICATION**  
**for MAE RAS collections digital images provision and receipt of non-exclusive right for**  
**their single use**

**1. Applicant information:**

**Name**

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**Position**

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**Scientific degree, title**

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**Name of company**

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**Address of company**

**Country**

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**Post code**

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**City**

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**Street, №**

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**Bank entries**

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**Telephone (country code)**

**(city code)**

+ (\_\_\_\_)(\_\_\_\_)(\_\_\_\_\_)

**(telephone number)**

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**Fax (country code)**

**(city code)**

+ (\_\_\_\_)(\_\_\_\_)(\_\_\_\_\_)

**(telephone number)**

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**E-mail**

\_\_\_\_\_@\_\_\_\_\_

**Please indicate what project you are to use MAE RAS collections information and images in**

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**2. Information of persons or legal entity paying for order (if different from Clause 1)**

**Name of company**

**Address of company**

**Country**

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**Post code**

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**City**

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Street, №

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Bank entries

Telephone (country code)

(city code)

(telephone number)

+ (\_\_\_\_)(\_\_\_\_)(\_\_\_\_\_)

Fax (country code)

(city code)

(telephone number)

+ (\_\_\_\_)(\_\_\_\_)(\_\_\_\_\_)

E-mail

\_\_\_\_\_@\_\_\_\_\_

**3. Collection information:**

**If a MAE RAS scientific colleague consultation needed for collection items selection and attribution**

YES

NO

Collection item number and name

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**If you do not know a collection number, please, provide all the available information you have about the collection item, which will help the museum to clearer identify the collection item you require**

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**4. MAE RAS web-site digital images information**

**Individual image code / codes (indicated next to item on MAE RAS web-site)**

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**5. Performance specification for digital images provided:**

Format :    **JPEG**        **TIF**        **other**    \_\_\_\_\_    (please specify)

Resolution:    **72**        **300 dpi**        **600 dpi**        **other**    \_\_\_\_\_    (please specify)

Size:    \_\_\_\_\_ × \_\_\_\_\_    (pixel)

**6. Terms of performance:**

**Urgent** (within 2 weeks' time after payment)   

**Standard** (within 1 month's time after payment)   

**Non urgent** (specify the term)   

**7. Image is meant to be used for:**

- **Scientific work (with no right of publishing):**

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- **Public show (lectures, classes, presentations) with no right of publishing:**

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- **Printed and e-publications:**

**Title**

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**Publishing house, its name, address and contact information**

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**Other kinds of products**

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**Terms of publication and production**

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**Print run:**

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**Cost:**

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**Way of distribution:**

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**Region of distribution:**

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**Number of languages in a publication:**

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**Cover use:**

**YES**

**NO**

- **Internet publications:**

**Title of project:**

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**Web-address:**

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- **Advertising:**
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**Number of languages:**

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- **Movie and TV:**

**Name of film/programme:**

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**Name, address and contact information of producing company:**

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**Terms of publication (quarter, year):**

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**Budget of project:**

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**Region of distribution:**

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**Way of distribution:**

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**Number of languages:**

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**8. Address you would prefer to receive image (if different from Clause 1) and permissive papers :**

- **By mail:**

**Name:**

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**Position:**

**Name of company:**

**Budget of project:**

**Address of company:**

**Country:**

**Post code:**

**City:**

**Street, №:**

- **By E-mail:**

\_\_\_\_\_ @ \_\_\_\_\_

- **By Internet**

**You are to specially notice**

that the application should be fully filled in, signed and sent together with an accompanying letter from the company on headed paper of the company signed by the director of the company addressed to the director of MAE RAS to:

mailing address: 199034, Russia, Saint Petersburg, Universitetskaya emb., 3

or

fax +7-812-328-08-11

Filling in of an application means, that the applicant accepts the terms controlling receipt of a right to use MAE RAS collection items images.

MAE RAS does not accept applications not fully filled in, and it is at the discretion of the museum to inquire additional information.

MAE RAS performs photographic materials orders only after 100% payment of the order. The order is paid on the basis of a contract between MAE RAS and Client concluded subject to the Legal law of Russian Federation. Draft contract is made for the Client on the basis of his inquiry which is put on the waiting list. All the account of the Contract are made in the currency of Russian Federation, Russian roubles.

MAE RAS takes fees for the work of the order preparation. Reproduction of images right is paid for additionally. The overall cost of the inquiry is agreed with Client and is outlined in the Contract.

**THANK YOU FOR YOUR INTEREST TO THE COLLECTIONS OF OUR MUSEUM**