

### 1 Photocopies, microfilm and computer printouts

*Self-service; remote supply is subject to the basic staff time rate of £42/hr, and postage.*

	A4	A3
B&W:	£0.50	£1.00
Colour:	£1.00	£2.00

### 2 Self-Service photography permit

*Subject to restrictions*

Full rate	£12 per day / £60 per year
Student rate	£6 per day / £30 per year

### 3 Supply of digital images

In-stock images:	£10 for first image + £3.50 for further images from same item
Where new images need to be taken: 'Quicksnaps'	Above charges, plus staff time at £52.50/hr Staff time at £10 for up to 15mins capture. Lower quality images; subject to restrictions. Please enquire.

### 4 Certified copies of documents

*Certificates supplied according to the Church of England Table of Fees. Please enquire about certified copies of documents not listed below. If incomplete details are provided, staff time applies at £42.00/hr.*

Marriage certificate	£11
Baptism certificate	£18
Proof of confirmation	£18
Motor vehicle registration	£20

### 5 Digitisation of recordings

Reel-to-reel / Cassette / Minidisc	From £15/hr – please enquire
------------------------------------	------------------------------

### 6 Staff research service

*Subject to availability* £42/hr (basic); £63/hr (higher-rate, requiring specialised knowledge)  
Plus cost of copies at above rates

### 7 Conservation services

Based on rate of £63/hr. Please enquire for quotations.

### Terms and Conditions

- All prices include VAT at 20%. An additional charge may be levied for postage and packaging.
- For preservation and copyright reasons there are restrictions on material that can be copied.
- Copies are supplied according to copyright law; copyright declaration forms must be completed.
- Copies must not be reproduced/published without prior arrangement.
- 'Quicksnaps' are not colour-balanced, cropped etc., and are not suitable for publication.
- Digital images are supplied electronically. Please enquire about other formats.
- It is not possible to make self-service scans from microfilm in the reading room.

*The Precincts, Canterbury, CT1 2EH; 00-44-1227-865330; archives@canterbury-cathedral.org*