

Port Phillip City Collection - Image Reproduction Service

Pricing and Format information 2016-2017

Reproductions of images from the Port Phillip City Collection are available as photographic prints or in digital formats. While we endeavour to make as many images as possible available for reproduction some may not be reproduced due to copyright or other restrictions.

PRICELIST (all prices include GST)

Digital images

Format	Price per single image
Digital File A4 up to 25Mb, (300dpi), Tiff or Jpg on CD ROM/DVD	\$36.65
Digital File A3 up to 50Mb, (300dpi), Tiff or Jpg on CD ROM/DVD	\$38
Digital File A2 – A1 up to 100Mb, (300dpi) Tiff or Jpg on CD ROM/DVD	\$44

Photographic prints – prices start from:

cm	Inches	Print type	Price per single image, Regular	Price per single image, Metal/Pearl
20x25 cm	8"x10"	Chromira Lab Print	\$46.60	\$49.90
30x40cm	12"x16"	Chromira Lab Print	\$57.00	\$65.50
40x50cm	16"x20"	Chromira Lab Print	\$62.00	\$70.00
50x 60cm	20"x24"	Chromira Lab Print	\$70.00	\$79.00

- All photos are printed professionally and are of the highest quality – please call Curatorial Services before you place your order to discuss the best print options

A4 photocopies

Size	Price per single copy
A4 black & white photocopy	\$2.20
A4 colour photocopy	\$3.50

Conditions for Image Reproduction and Publishing – in print or electronic media

- Written application must be made for the reproduction or publication of an image, using the *Image Reproduction Application* form, available online or through the Art & Heritage Services department, Ph: 03 9209 6416
- If any item is still in copyright and the copyright does not reside with the City of Port Phillip it is the responsibility of the person making the request to obtain copyright permission from the owner and to provide written evidence of permission to the Art & Heritage Services department before the reproduction request can be processed.
- Publication of images is conditional upon acknowledgement of the **Port Phillip City Collection** with each use of every image.

PAYMENT

- All orders must be paid in full before the application is processed and images delivered.
- Payment can be made by cash, cheque or credit card (most credit cards accepted)
- Credit Card payments made by email or over the phone must be accompanied by a signed *Credit Card Authority Form*, available online or through contacting the Art & Heritage Services department.
- Cheques made payable to **City of Port Phillip**.

SPECIAL REQUESTS

Art & Heritage Services will consider special requests for a reduction in image reproduction fees for students and non-profit organisations; it is worth noting however that the department operates its image reproduction service on a not-for-profit basis. Requests should be made in writing, contact Art & Heritage Services on 03 9209 6416 or via email:

art&heritage@portphillip.vic.gov.au

EMAIL

All digital files can be delivered via “Transfer Big files”, an electronic drop box.

POSTAGE AND DELIVERY

Service	Price
Postage and handling fee (within Australia)	\$5.50 - \$10
Courier delivery fee (Melbourne metro area)	\$20 - \$25
Delivery outside Australia by arrangement	

PICKING UP IN PERSON

- Port Phillip Heritage Centre
195 Bank Street, South Melbourne
- St Kilda Town Hall Reception
Cnr Carlisle St & Brighton Rd, St Kilda
- South Melbourne Town Hall Reception
220 -228 Bank Street, South Melbourne