

ARCHIVING PROCEDURE

The technical form should be accompanied by professional photographic materials related to the artwork which should be filed. The technical specifications of the photographic materials are indicated below:

- n. 1 digital photo in colour (CMYK) with the following characteristics:
base 30 cm minimum, or height 30 cm minimum, high resolution, 300 DPI, EPS or TIFF format, of the front (obverse, recto) of the work with 18 x 24 cm professional test print;
- n. 1 digital photo in colour (CMYK) with the following characteristics:
base 30 cm minimum, or height 30 cm minimum, high resolution, 300 DPI, EPS or TIFF format, of the back (reverse, verso) of the work with 18 x 24 cm professional test print;
- n. 2 professional prints in colour, 18 x 24 cm, of the front (obverse, recto) of the work;
- n. 2 professional prints in colour, 18 x 24 cm, of the back (reverse, verso) of the work.

or

- n. 2 professional prints in colour, 10 x 12 cm, of the front (obverse, recto) of the work;
- n. 1 professional print in colour, 10 x 12 cm, of the back (reverse, verso) of the work;
- n. 2 professional prints in colour, 18 x 24 cm, of the front (obverse, recto) of the work;
- n. 2 professional prints in colour, 18 x 24 cm, of the back (reverse, verso) of the work.

The Archivio Carlo Ciussi will care to contact you to proceed with the authentication procedure.

As a reimbursement of secretarial expenses for the archiving procedure the Archivio Carlo Ciussi reserves the right to request a contribution, which will amount to:

- 200,00 € + VAT for each work on paper if the material received by the Archivio is deemed appropriate;
- 350,00 € + VAT for each other work (canvasses, etc...) if the material received by the Archivio is deemed appropriate;
- extra charge of 120,00 € + VAT for each work if the material received by the Archivio isn't deemed appropriate and the Archivio should take care of producing the appropriate photographic documentation.

The payment, by bank transfer, will be requested only after that the Archivio Carlo Ciussi has received the work in deposit to proceed to a direct study of it.

The authentication procedure started by the Archivio depend on the payment of the costs indicated above, on the correct compilation of the forms and on the acceptance of the conditions governing the assignment (signature of the assignment letter).