

## Provisional cost estimate for loans

from the [collection/main department] for the exhibition:

The borrower

undertakes to pay the following costs incurred in accordance with the loan agreement:

Prices incl. statutory VAT!

Borrowers from EU countries who have a valid VAT identification number, and all borrowers from third-party countries, will be charged the net fees excl. VAT.

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### A | Handling fee

The handling fee is a flat-rate fee covering administration, documentation, photographs for insurance purposes and preparatory restoration work (framing, mounting, bag for autograph documents etc.) for up to 10 objects on loan.

For 11 objects or more, a surcharge of EUR 50 per extra item will be charged, in addition to the flat-rate handling fee.

The estimate is based on the insurance value of the objects on loan, according to the following formula:  $\sqrt{\text{insurance value}} \times 5$ . The minimum fee is EUR 165

Objects = total: EUR

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### B | Restoration costs

The costs associated with any restoration of an object that may be required in association with its loan are the responsibility of the borrower, as stated in the loan agreement, Section 2. Objects for loan may be restored at the Austrian National Library (internally) or sent to an external contractor.

The cost of restoring the loaned objects is based on a cost estimate provided by the Institute for Conservation at the Austrian National Library. The restoration fee is EUR 50.00 per hour. The cost of restoration work carried out outside the Austrian National Library (externally) will be the subject of a separate cost estimate.

Number of objects,          Total number of hours of restoration

Total: EUR

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### C | Fee for providing frames

Frames are provided for the purpose of presenting the objects on loan for the duration of the exhibition.

EUR 50.00 per frame (up to 50 x 40 cm)

EUR 80.00 per frame (up to 80 x 100 cm)

EUR 120.00 per frame (> 80 x 100 cm)

Objects = total: EUR

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### D | Insurance for objects on loan

Insurance costs are the responsibility of the borrower, as stated in the loan agreement, Sections 2 and 4.

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### E | Transport

Art shipping company    Collection    Courier from loan organisation

Transport costs are the responsibility of the borrower, as stated in the loan agreement Section 2 para. 1 and Section 5 para. 3.

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### F | Accompanying courier provided by the Austrian National Library

Unless agreed otherwise in exceptional cases, transport shall as a matter of principle be accompanied by a staff member (courier) of the lender. The borrower shall bear the costs of the courier.

#### 1 | Accompanying courier, hotel and travel expenses

No  / Yes  (No. of couriers:      )

Travel and hotel expenses (delivery and return transportation of object(s), return travel on each occasion):

- |   |  |
|---|--|
| <input type="checkbox"/> Flight (Economy class, inside Europe)  | <input type="checkbox"/> Flight (Business class, outside Europe) |
| <input type="checkbox"/> Transfer to and from the airport       | <input type="checkbox"/> Transport by private car                |
| <input type="checkbox"/> Rail travel (1st class)                | <input type="checkbox"/> Transfer to and from the station        |
| <input type="checkbox"/> Hotel costs for      overnight stay(s) | <input type="checkbox"/> Miscellaneous:                          |

Any travel and hotel expenses arising from courier accompaniment are not included in this provisional estimate. They will be charged separately by the Austrian National Library

directly to the borrower       via the art shipping company  
at a later date.

## 2 | Courier accompaniment, fees

Daily allowance: EUR 55.00 per day /  Daily allowance in the Vienna area: ½ the daily rate, EUR 27.50 per day

Daily allowance for            courier(s), outward transport:            day(s) and return transport:  
day(s) = Total days:

Sub-total: EUR

Flat rate for working time: EUR 165.00 per day

Flat rate for working time in the Vienna area: ½ daily rate EUR 82.50

Total fee for            courier(s), outward transport:            day(s) and return transport:  
day(s) = Total days:

Sub-total: EUR

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### Cost breakdown:

Position A (handling fee)	EUR
Position B (restoration costs)	EUR
Position C (provision of frame)	EUR
Position F2 (courier accompaniment, expenses)	EUR

Grand total: EUR

*Separate invoices will be issued for reproduction samples, the charges for using catalogues etc.*

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Invoicing address of the borrower:

Name:

Street address:

Postcode:

Town:

Email for invoice:

Borrower's VAT identification no.: \_\_\_\_\_

If the travel or hotel expenses incurred as a result of courier accompaniment by the Austrian National Library (see F1) are charged to a shipping company: invoicing address of the shipping company:

Name:

Street address:

Postcode:

Town:

Email for invoice:

Shipping company's VAT identification no.: \_\_\_\_\_