

**Provisional statement of charges for loan item**

from the [collection] for the exhibition:

The borrower

undertakes to bear the following incidental costs, under the terms of the lending agreement:

*Prices include 10% VAT!*

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**A | Transport**

- Art transport** (Kunsttrans, Vienna is recommended)
- Collection by the customer**
- Lender's courier**

Transport costs are to be borne by the borrower.

If the insurance value is higher than € 10,000.–, use of specialist art transport is obligatory. If the calculated insurance value of all items listed in the lending agreement is less than € 10.000.–, the borrower has the optional possibility of organising transport for himself, provided appropriate security measures are taken (for instance collection by a qualified employee). At the Head of the Collection's discretion, items that need special handling because of their nature, size or condition (e.g. manuscripts or globes) may be exempted from this regulation.

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**B | Insurance of loan items**

UNIQA Insurance, Vienna is recommended

Insurance costs are to be borne by the borrower.

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**C | Courier escort from the Austrian National Library**

The costs of courier escorts are to be borne by the borrower.

Monitoring of transportation by an ANL employee is to be provided basically if the insurance value of all items listed in the lending agreement exceeds € 10.000.– (courier escort by 1 person). Exceptions can be made at the Collection Head's discretion (for instance if the total insurance value of the insured items is higher than € 10.000.–, but the value of the individual items does not warrant a courier escort).

Courier journeys are to be kept as short and economical as possible, in the interests of both the ANL and the borrower.

The final decision about the duration of the courier escort required is to be taken by the Collection Head in consultation with the borrower.

**1 | Courier escort**

no  / yes  (number of couriers:        )

Transportation expenses (delivery and return transport, each including outward and return journeys):

- Flight (economy class, within Europe)
- Flight (business class, only for overseas)
- Transfer to and from the airport
- Rail transport (1st class) and transfer to and from the railway station
- Transport by car
- Other:

## 2 | Expenses

- Hotel costs for            night(s)
- Daily allowance: € 55 per day
- Daily allowance region Vienna: ½ amount of € 27.50 per day

Courier(s), outgoing and return transport, for            day(s) =  
Total: €

- Working time flat rate: € 165 per day
- Working time flat rate in the Vienna area: ½ the daily rate, € 82.50

Working time flat rate for            courier(s), outward and return transport, for            day(s) =  
Total: €

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## D | Handling fee

The handling fee is a flat rate and includes all administration, documentation, safety pictures, any necessary restoration, as well as preparatory work prior to restoration (framing, passe-partouting, autograph protectors, etc.) for up to 10 loan items. From the 11<sup>th</sup> item, there is an additional fee of € 50 per item, which will be added to the flat rate handling fee.

Calculations will be based on the amount of the total insurance value of the loan items, using the formula:  $\sqrt{\text{total insurance value}} \times 5$ . The minimum charge will be € 165.

Items = total: €

### Specification of costs:

Position C (Courier escort)            €  
Position D (Handling fee)            €

**Total sum:**                                    €

*Sample reproductions and catalogue usage fees (or the like) will be invoiced separately.*

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Borrower's VAT number:

**Important note: for borrowers from EU-countries with a valid VAT number, and for borrowers from third countries, lending fees will be calculated net, without the 10% VAT.**