## **Sale of Photographs**

#### Overview

This service is for companies, government departments and individuals who wish to buy photographs.

### How do I get this service?

- Write a letter to the Director, copy to the Head of Photography, then specify which photographs you would want to buy and what you intend to use them for.
- Upon collection you need to bring your own storage device, in a form of a memory stick, CD, DVD or hard drive, since only soft copies are sold.

### What supporting documents are required?

Detailed official letter of request.

### How long will this service take?

For readily available digital photographs, service could be rendered within two (2) days, whereas for un-digitised archival film negatives it would take about a week or more.

#### How much does it cost?

BWP400.00 per photograph (Cash, Point of Sale, cheque or Adjustment voucher).

# Where can I get more information on this Service

Tel: 3653500 Fax: 3653629

Email: dinepeng@gmail.com