

# UKHO Archive pricing guide



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#### Information

As a government department, we must charge for public services, including research and record copying. Our prices follow the <u>Fees Regulations under the Public Records Act (1958)</u>.

We encourage you to visit the UK Hydrographic Office (UKHO) Archive to complete research and view digital or analogue documents free of charge.

If you want to pay someone to conduct your research, you can use an independent researcher or <u>our</u> <u>paid research service</u>. Please note that our staff may be unable to complete some complex research.

If you have any questions about ordering a product or service from our archive, contact our research team at <a href="mailto:research@ukho.gov.uk">research@ukho.gov.uk</a>.

#### Copyright and terms and conditions

All products are subject to the original document's copyright status and physical condition.

You must get permission from the UKHO Archive to use copies for any purpose other than personal reference.

The UKHO Archive reserves the right to charge a reproduction fee.

### I. General

Service	Details	Price (£) excluding VAT
Paid research	A researcher at our archive will find documents relevant to your search enquiry.	£80.00 per hour
	We can include preview images for no extra cost. Preview images are low-resolution photographs for preview purposes only.	
Certified authentication of a reproduced document	An expert will check the copy against the original and sign and stamp the copy to confirm it is a true copy of the original.	£19.80 per document
	If you request a digital copy, it will come with a signed electronic certificate. Please note that the price excludes the <u>cost of</u> <u>creating digital copies</u> .	
Administration fee	We charge an administration fee per order.	£ 15.00 per order
VAT	Only applicable to orders placed in the United Kingdom. Embassies and Royal Navy Vessels are exempt.	20% of total price

#### 2. Books, letters and files

Service	Details	Price (£) excluding VAT
Document check	Please provide the reference number(s). We will find the original document, count the pages and assess the cost and suitability for reproduction.	£ 10.00 for up to three documents (each with up to 100 pages)
Document or book scan up to foolscap size	We will scan the document using our overhead camera system. The price includes basic post-processing.	£ 15.00 per 15 pages

## 3. Charts and surveys – analogue

Service	Details	Price (£) excluding VAT
Document check	Please provide the reference number(s). We will find the original document and assess the cost and suitability for reproduction.	£ 10.00 for up to three charts or surveys

### 4. Chart reproduction

This table outlines costs for digital and printed copy sizes. The prices are supplementary to general fees and exclude VAT. We do not charge for conserving the document for reproduction.

Please note that we may refuse to create a digital copy of the document if it risks damaging the original.

	Document size (up to)						
Reproduction type	A4	A3	A2	AI	A0	2 x A0	4 x A0
Colour or black and white photocopy	£0.80	£1.00					
Digital print on satin paper with colour correction and resizing	£ 15.00	£20.00	£25.00	£30.00	£40.00	£80.00	£160.00
Digital scan delivered via WeTransfer without colour correction and resizing	£25.00	£25.00	£25.00	£25.00	£25.00	£50.00	£ 100.00

#### 5. Other fees

Service		Price (£) excluding VAT
Basic digital image editing service	This service includes colour correction and resizing.	£ 15.00 per document
Advanced digital image editing service	This service includes digital stitching and removing stains, dust, scratches, etc digitally.	£80.00 per hour
Priority service	This service is for priority preparation and delivery of digital format documents and charts. It does not include the cost of digitisation, digital editing or paid research.	£40.00 per order



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