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(name and surname of a natural person / name of a legal entity, name and surname of the manager)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(company code, address, phone, e-mail, settlement account number)

To: Director of Vytautas the Great War Museum

**REQUEST**

 , 201

Kaunas

We are preparing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (specify the purpose and author of the publication/paper, etc. being prepared and its preliminary name)

We would like to use the image(s) of the following exhibit stored in the Vytautas the Great War Museum (hereinafter referred to as the “VGWM”) in the aforementioned piece of work:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (specify the character of the piece of work, the subject, the type of exhibits concerned, the period, and the author/producer, name, date of production – where such details are available)

We kindly ask you to allow us to use the aforementioned image(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 (specify, whether on payment or free of charge)

We hereby request to provide digital image(s) of the exhibit(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which we consider

 (specify, whether on payment or free of charge)

suitable for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(indicate the parameters of the required digital image(s) or its (their) purpose: for its printed use (in an album/book/periodical or other publication), for representation, placement on the internet, CD, etc.) and the desired format of the to-be-provided digital image(s), e.g., for recording on a CD, DVD, etc.)

The digital image(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (specify the way the digital image is to be collected from the VGWM or the form of provision of the digital image, e.g., send an e-mail (address), etc.)

The estimated circulation of the publication:\_\_\_\_\_\_\_\_\_\_\_.

 (thousand copies)

We hereby commit to collect the digital image(s) of the exhibit(s) from the VGWM within 20 business days from the date of contract conclusion, also to provide key information about the exhibit (its author/producer, name, date of production, etc., inventory number of the exhibit, pressmark, name and surname of the photographer) in the statement added to the photograph(s), to note that the exhibit is stored in the VGWM; we also undertake to use the digital image(s) of the exhibit concerned solely for the purposes specified in this request and not to transfer it (them) to any third parties, and referring to the provided information we undertake to adhere to all copyright laws. After the release of the publication, we commit to provide the VGWM library with its two copies free of charge.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(this commitment shall be given in case, where a person is planning to use the digital image(s) in a printed publication, CD or any other publication which is printed and distributed).

We undertake to make payment for the provided services (in cases where a digital image is requested on payment).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(title of the person undersigning the request) (signature) (name and surname)