

# AKADEMIE DER KÜNSTE

Körperschaft des öffentlichen Rechts

**Pariser Platz 4**  
10117 Berlin

**Luisenstraße 60**  
10117 Berlin

**Robert-Koch-Platz 10**  
10115 Berlin

**Chausseestraße 125**  
10115 Berlin

Department .....

Contact .....

Phone No. ....

**ORDER FOR REPRODUCTION  
OF AUDIO-VISUAL MEDIA**

**Invoice No. AR** .....

Billing Address:

Delivery Address (if different):

Name: .....

Institution: .....

Address: .....

Email: .....

VAT No.: .....

I hereby apply for reproductions of the following audio-visual material:

COLLECTION	SIGNATURE	TITLE / MEDIA-NO.	COUNTER READING HH:MM:SS – HH:MM:SS

Purpose of Use/ Publication: .....

will be collected     please send     Download Link

Date of Approval / Signature: .....

Date of Production / Signature: .....

.....  
Date / Customer's Signature

Will be filled out by AdK

**Production Costs:**

Basic Fee:	..... €
Runtime: .....	..... €
Digitisation Fee:	..... €
Cost per CD/DVD: .....	..... €
Packaging and Mailing .....	
	..... €
	+ 7% VAT .....
	..... €
<b>Total</b>	<b>..... €</b>

**Payable within 30 days** · Please indicate invoice no. and the keyword »Archive« on your bank transfer ·  
Deutsche Bank · IBAN DE 97 100 708 480 5127063 13 · SWIFT (BIC): DEUT DE DB110 ·  
Customers are responsible for all charges connected with the money transfer. Tax No. 29/668/00267. VAT-Identity-No.:  
DE220436340 · If using PayPal, please use the following email address for recipient: buchhaltung@adk.de

Cash payment received .....

Date / Signature Member of Staff