

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

Archives Department

Contact

Phone No.

COPY ORDER FORM

Invoice No. AR

Billing Address:

Delivery Address:

Name:

Institution:

Address:

Email:

VAT No.:

I request copies of the following items as

b/w copies

colour copies

PDFs

POS.	CALL NUMBER	DESCRIPTION	NO. OF PAGES
1			
2			
3			
4			
5			

.....
Date/Customer's Signature

Date of approval/Signature:

Date of invoice/Signature:

Production fee:

.....
.....
.....

..... €
Basic fee: €
Delivery fee: €
+ 7% VAT: €
Total: €

Payable within 30 days · Please indicate Invoice No. and the keyword "Archiv" on the bank transfer ·

Deutsche Bank · IBAN DE 97 100 708 480 5127063 13 · SWIFT (BIC): DEUT DE DB110 ·

The client is responsible for all charges connected with the money transfer · Tax No. 29/668/00267 · VAT-Identity No.: DE220436340 · When using PayPal, please use the following email address for recipient: buchhaltung@adk.de

Cash Payment received:

Date/Signature Member of Staff