

PRICE LIST OF ARCHIVAL SERVICES

Photocopy		
Photocopy (A4, A3)	black and white	600 HUF/page

Digitalization*			
Scan (300 dip, JPG)	from the original document or from digital collection up to size A3	150 HUF/page	
	from microfilm	by the researcher	50 HUF/page
		by the Archives	150 HUF/page
Unique digital copy Seals, crests, certificates, coat of arms, maps, plans, blueprints, typography, objects (300 dip, TIFF)	Scanning of films (negative, positive), photographs	380 HUF/page	
	from the original up to size A3	635 HUF/page	
	between sizes A3-A1**	1.200 HUF/page	
	larger than size A1**	2.400 HUF/page	

Anonymisation
Anonymisation fee is 300 HUF/page + digitalisation fee (depending on the type of digitalization).
Anonymisation – a technique that prevents the realisation of a connection between a natural person and their personal data – is used when the researcher is not allowed to view the full content of the document due to data protection rules.

Delivery to external storage		
Digital copy for research (96 dpi, JPG, embossed)	In colour, or black and white	50 HUF/page

Photo ticket		
Half-day		2.500 HUF
All-day ticket		4.000 HUF
Ticket for 10 optional days (to use within 12 months)		18.000 HUF
Pass	Unlimited use within half a year (for six months from the date of issue)	25.000 HUF
	Unlimited use within the calendar year	45.000 HUF

* Departments that do not have the necessary infrastructure cannot offer this service. In such cases the specific department will provide more information about the possibilities.

** In case of re-merging the document we charge an hourly work fee, about which we inform our customers in advance.

The prices include the 27% VAT.

Additional information

- On orders placed from abroad, the basic transfer fee is 800 HUF – due to higher administration fee – to which a possible mailing cost may be added.
- Orders placed without the precise archival reference number have a basic tariff of 3500 HUF. For documents whose preparation time exceeds one work hour we charge a 3000 HUF fee for every additional work hour started, about which we will inform our researchers in advance in writing.
- Completion time, depending on the order, is a maximum of 30 workdays (starting from the date we receive the completed copy order form). On orders exceeding 100 pages, we determine an individual completion deadline, about which we will inform our customers in writing.
- The prices of copies apply to pages not sheets.
- Larger sized documents can only be scanned in segments. The copies can be ordered in parts, or if needed, the document can be re-merged which has a separate hourly rate. In this case the customer will receive customised quotation. *
- Urgency mark-up (carrying out the order within 3 business days) is +500%.