



TREATMENT AGREEMENT

DATE:
ACCESSION #:
OWNER:

Please initial your choice of treatment, housing, framing, and imaging in the space provided.

Condition Report	Option	Cost	Initial to approve	Subtotal
Treatment	Option A			
	Option B			
Imaging				
Housing				
Framing				
Total of estimate				
1/3 of estimate due on signing				

Insurance will be billed at \$0.00 per month.

Check to receive before- and after- treatment documentation (these are not facsimiles). This applies only to objects receiving conservation treatment. Matting, housing, and framing do not receive photographic documentation.

On CD/DVD or JPEG by e-mail (\$25) 8x10" color prints (\$10)

CCAHA would like permission to reproduce images of this artifact for possible use in educational presentations and marketing materials. All reproduced images will be for non-commercial use only and will be properly credited to the holding institution/client. Accept Decline

Please return this signed copy of this agreement along with 1/3 of the total estimated cost of treatment to CCAHA at 264 S. 23rd St., Philadelphia, PA 19103.

 Authorized Personnel of the Conservation Center

 Date

 Owner or Authorized Agent

 Date

PLEASE NOTE:

- All prices are estimates based on preliminary examination. CCAHA reserves the right to bill 10% above estimated prices without notification.
- It is understood and agreed between the parties of this agreement that the treatment proposed in this report may be

modified or halted should new problems arise. After consultation with the Owner or his Authorized Agent, a new estimate may be given if the problems are more difficult and time consuming than apparent at first.

OWNER'S ESTIMATE OF INSURED VALUE: Maximum liability limited to \$ _____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends CCAHA a waiver of subrogation, all works left at CCAHA must be insured under its policy. CCAHA or its designated staff express no opinion as to the actual value or authenticity of the above described object(s).

AUTHORIZATION IS HEREBY GIVEN TO CCAHA or its designated staff to treat the above described object(s) as proposed herein. ALL TREATMENT WILL BE DONE FOR THE ACCOUNT AND AT THE RISK OF THE OWNER WITHOUT LIABILITY TO CCAHA OR ITS DESIGNATED STAFF FOR NEGLIGENCE OR OTHERWISE. (_____ owner please initial).

ITEMS LEFT BEYOND THIRTY (30) DAYS AFTER WORK IS COMPLETED will accrue a service charge of 1 1/2% of the total bill each month thereafter until the object(s) is claimed by the Owner or his Agent. If the Owner or his Agent does not claim possession of the object(s) after thirty (30) days, storage fees will be charged at the rate of \$25-100/month/item depending on size.

AUTHORIZATION IS HEREBY GIVEN to deliver the above object(s) to the Owner or his Authorized Agent by any of the following methods: 1) Federal Express Overnight delivery; 2) Fine Art transport; or 3) picked-up at CCAHA premises by the Owner or his Agent.

IF THE ORIGINAL COPY OF THE CONDITION REPORT AND ESTIMATE is not returned by the Owner after one month, it will be assumed that the Owner does not wish the work to be done. If the object(s) is not picked-up or cannot be returned, storage charges will be incurred by the owner as stated above.

ESTIMATED CHARGES are subject to revision 120 days after date of original estimate.

FAILURE TO PAY. If the Owner fails to pay the entire amount of the bill for 180 days after it is sent, along with the accrued service charge and storage charges, then the Center may sell the object(s) and pay itself in full from the proceeds.