

# ARCHIVIO SERGIO RAGALZI

## ARCHIVE REQUEST:

The undersigned (the receiver of the invoice) :

.....  
Resident in street .....  
Town ..... Postcode .....  
State / Country .....  
Phone number..... mobile phone number .....  
e-mail .....  
fiscal code no. ....

**request the authentication of the following work ant that the following work be included in the SERGIO RAGALZI ARCHIVE:**

### title

is present:    yes ..... no ..... .....

Specify whether it appear on the front and / or back and transcribe it precisely, respecting the use of capital letters:

.....

### year

is present:    yes ..... no ..... .....

Specify whether it appear on the front and / or the back and transcribe it precisely:

.....

### technique and support:

.....

### dimensions

(in centimetres; height x base x depth -in the case of sculpture):

height ..... base ..... depth .....

### signature

is present:    yes ..... no .....

specify whether it appear on the front and / or the back and transcribe it precisely, respecting the use of capital letters:

.....

**any others writings, whether signatures or not, dedication and annotations, labels**

are present: yes ..... no .....

if yes, transcribe them and state whether they appear on the front and / or back of the work:

.....  
.....

**frame**

is present: yes ..... no .....

if yes, specify dimensions and materials; whether glass, museum glass or plexigrass:

.....

**restoration**

indicate the type of intervention, who did it and when:

.....

**Current owner (if different from the applicant):**

name .....

address .....

State / Country .....

Phone number..... mobile phone number .....

e-mail .....

fiscal code no. ....

**Provenance and previous owners**

In chronological order starting with the most recent, with dates of acquisition, even if approximate:

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

**In according to the creation of the catalogue raisonné of the artist's works, if the work is published, how would you like to be indicated:**

..... location, collection name and surname (or name of the collection)

.....

..... location, private collection

.....

**Is the work available for loan for temporary exhibition?**

yes ..... no .....

**Exhibitions at which the work has already been shown**

Date, town, place of exhibition, exhibition title:

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

**Bibliography**

Author,

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

The owner undertakes to communicate to the Archive eventual changes in ownership and movements of the work, as well as any participation of the work in public exhibitions.

**The applicant must include to the present application form:**

- **PHOTOGRAPHS of the work WITHOUT A FRAME** (with the name and contact information of the photographer), as follows:
  - 2 professional images of the front and back with colour scale, in high resolution, in tiff format and in jpg format (short side 24 cm at 300 dpi) on a CD or DVD;
  - 2 photographic colour prints of the front of the work (format 18x24 cm);
  - 1 photographic colour print of the back of the work (format 18x24 cm);
  - 1 photographic colour print and relative digital image of signature, inscriptions, labels, any details to highlight if they are present in the work (front and/or back);
  - photocopy front and back of any certificate of authenticity signed by the artist.

**Photographer:**

- .....

The **ARCHIVIO SERGIO RAGALZI** reserve the right to directly examine the work, to be carried out in the actual location of MEB Arte Studio, Borgomanero (NO), via San Giovanni, 26 or in another location to be agreed each time. The work must be delivered – by the applicant or by the person charged to do so on his/her behalf via a written authorization – **without a frame or showcase**.

**TERMS OF AGREEMENT**

- 1) The undersigned declares he/she is aware of the following terms and conditions and fully accepts them.
- 2) The Applicant takes note that after examining the work and eventually including it in the Archive of Sergio Ragalzi's works, the Association requires a minimum period of 30 days from the date of viewing the work.

- 3) The Applicant declares that he/she exonerates the Association – and the people who work for it – from every responsibility of theft, loss, damage, destruction or any other act that may harm the work, whatever the location in which the work is viewed, within the maximum terms granted by law.
- 4) The Applicant is bound to collect the work from the place in which it is examined on the same day it is delivered there.
- 5) The work will be accepted into the Archive of the Sergio Ragalzi Archive in the event that the artist pronounces as favourable decision. The answer will be attached to the colour photograph of the work and delivered or sent to the applicant by registered post. If the decision is, instead, negative, the Association reserves the right to embark on every suitable action to safeguard the rights of the artist and will withhold the documentation relating to the work. In any case the Applicant irrevocably renounces, in the maximum terms granted by law, every claim and/or legal action against the Archive in relation to its refusal to accept the work into the Archive of works by Sergio Ragalzi.
- 6) In the case of a favourable decision to archive the work, the Applicant is bound to pay the Associazione MEB Arte Studio, the sum normally established by the Association for this type of service, according to the rates applied by it, to which travel costs will be added if it is necessary to view the work in the place in which it is actually located.
- 7) In the case of a favourable decision to archive the work, the Archive – as the license holder of the artist's copyright – may freely reproduce the image of the work, without limits of means, territory or time, citing the name of the current owner (unless he/she has indicated that he/she would prefer to remain anonymous). The Archive is under no obligation to issue any opinion: if, on its own initiative, it refuses to view the work, it will return the costs paid; furthermore, it reserves the right to suspend judgement when, in its opinion, there are insufficient elements for reaching a decision: in that case the work will be indicated in the database as "Work being researched".
- 8) For any sort of dispute that may arise in relation to the interpretation and/or execution of the present agreement, exclusive jurisdiction will be exercised by the Court of Law in Novara.

The present request (filled in, dated and signed) must be sent to the Archivio Sergio Ragalzi c/o MEB Arte Studio together with the photographs requested and the "Consent for the Use of Personal Data".

**Shipping address for the documentation:**

**MEB Arte Studio  
Via San Giovanni, 26  
28021 Borgomanero (NO)**

Location..... date .....

The Applicant

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In accordance with and to all effects of articles 1341 and 1342 of the Italian Civil Code, I declare that I have read and specifically accept clauses 1, 2, 3, 4, 5, 6, and 8 of the foregoing agreement.

The Applicant

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