

## List of fees and charges for the provision of information

For the provision of information that is not publicly accessible relating to the competencies of the National Museum, the applicant shall reimburse the costs associated with the retrieval and processing of information, the making of copies, the provision of data media and the sending of the information, to the following amounts:

- CZK 300 for each commenced hour of work spent searching for and processing the requested information. (If the information is provided in less than 30 mins, the fee is lowered by 50% - i.e. to CZK 150.)
- Operating and material costs (price including VAT):
  - printed copies
    - CZK 2 per single-sided A4 print (copy)
    - CZK 4 per double-sided A4 print (copy)
    - CZK 8 per single-sided A3 print (copy)
    - CZK 10 per double-sided A3 print (copy)
  - scanning
    - CZK 30 per side of A4 paper
    - CZK 60 per side of A3 paper
  - official envelope
    - CZK 2.50 per envelope with return receipt
    - CZK 1 per C5 envelope
    - CZK 2 per B4 envelope
    - CZK 3.50 per C5 bubble-wrap envelope
    - CZK 25 per B4 bubble-wrap envelope
  - data media
    - CZK 40 per CD including data recording
    - CZK 60 per DVD including data recording
  - Postage and other costs associated with posting the required information are according to the valid price list of postal services.
- When submitting a request for information, the National Museum may require the applicant to pay in advance up to the amount of the estimated costs:
  - by postal order to the bank account of the National Museum, or
  - by bank transfer to the bank account of the National Museum.
- With their consent, information for which the estimated cost exceeds CZK 1,000 may be provided to the applicant cash on delivery, without a deposit. If the application is submitted in writing, the deposit is payable by the applicant within 3 days of their receiving the request for payment from the National Museum. The billing of costs actually spent on processing the required information will be carried out according to this List of Fees and Charges, and any additional payment must be paid by the applicant before the information is issued.

The processed information will be issued to the applicant only after proof of the requested payment is submitted.