



# ARCHIVIO G A B R I E L L A C R E S P I

## Regulations for the Authentication and Archiving of a Work

**Before sending an authentication and archiving request, please send at least one image of the work to the following email address: [archivio@gabriellacrespi.it](mailto:archivio@gabriellacrespi.it)**

To request an Authentication and include a work by Gabriella Crespi in the Archive, the following documentation is required:

- **High-resolution professional photographs in jpeg format (at least 300 dpi)** of the work taken from different angles, including details such as the signature, trademark, number, the inside of compartments and drawers, undersides, etc. emailed to: [archivio@gabriellacrespi.it](mailto:archivio@gabriellacrespi.it)

- Completed and signed **Authentication Form** and signed **Privacy Notice**, both of which shall be mailed to the following address: Archivio Gabriella Crespi - Via Giotto, 29 - 20145 Milano.

- **Tax information needed for the invoicing** (indicated in the Authentication Form), emailed to: [archivio@gabriellacrespi.it](mailto:archivio@gabriellacrespi.it), before the payment.

- **Proof of wire transfer payment** made to:

Recipient:	GABRIELLA CRESPI S.R.L.
Bank:	INTESA SAN PAOLO
IBAN:	IT46 G030 6909 4001 0000 0004 425
SWIFT:	BCI TIT MM

The cost of authentication is:

- **€350.00** for furniture, lamps, sculptures (wood, metal, ceramic, marble, stone, bronze and brass castings, chisel), jewels, objects including parts made of marble, ceramic, Murano glass.
- **€150.00** for objects ( boxes, picture frames, desk-sets, etc.).

The invoice will be sent after the wire transfer will be received and successfully processed.

In case of hand delivery of the required documentation and/or photographic material, an appointment is required by contacting the Archivio at the following email address: [archivio@gabriellacrespi.it](mailto:archivio@gabriellacrespi.it)

**The authentication will be carried out only if the required documentation has been received. Where necessary, a direct analysis of the work may be required. In the event that the work is not authentic, payment will not be refunded.**

The work for which the authenticity will be confirmed, will be included in the Archive. The certificate of authenticity will be issued within 30 days of receipt of the required documentation. **Only original certificates of authenticity are valid. Copies are not valid.**

By sending the authentication and archiving request, the requesting party accepts these Regulations and consents to the publication of the images provided in any form and/or manner and on any present or future media and/or means, hereby warranting that such publication does not violate third party rights.

**The Archive is not open to the public**