

# KEEP ART FOREVER

## Method of purchase and payment

### 1. Which are our Services?

The Services we provide are described in the "Services" section of the [www.keepartforever.com](http://www.keepartforever.com) website. They are as follows:

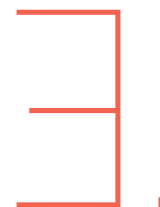
- a) Indoor analysis;
- b) Exhibition set-up;
- c) Artwork investigation;
- d) Materials analysis;
- e) Scientific curatorship;
- f) Artwork dry-cleaning;
- g) Educational cleaning courses ;
- h) Teleconsulting.

The table describes the different Formulas for each Service. Different colors have been used to represent a common type of purchasing method (see legend).



<b>Indoor analysis</b>	On site analysis + Report	4 on site analysis per year + 4 Reports + 1 final Report			
<b>Exhibition set-up</b>	On site analysis + Report		3 days on site + Reports 4 days on site + Reports 5 days on site + Reports *applicable also for different locations		
<b>Artwork investigation</b>	Artwork analysis + Report		<table border="1"> <tr> <td>2 imaging + Report 3 imaging + Report 4 imaging + Report * prices vary according to the measures of the artwork</td> <td>2 UV analysis + Report 3 UV analysis + Report 4 UV analysis + Report * prices vary according to the measures of the artwork</td> </tr> </table>	2 imaging + Report 3 imaging + Report 4 imaging + Report * prices vary according to the measures of the artwork	2 UV analysis + Report 3 UV analysis + Report 4 UV analysis + Report * prices vary according to the measures of the artwork
2 imaging + Report 3 imaging + Report 4 imaging + Report * prices vary according to the measures of the artwork	2 UV analysis + Report 3 UV analysis + Report 4 UV analysis + Report * prices vary according to the measures of the artwork				
<b>Material analysis</b>	Material analysis				
<b>Scientific curatorship</b>	Artwork analysis + Report + texts for captions and catalog	Artwork analysis + Report + texts for captions and catalog			
<b>Artwork dry-cleaning</b>	Preliminary survey + dry cleaning on the artwork/s + Report				
<b>Educational cleaning courses</b>	Educational course tailored for the home + certificate + manual		2 educational courses 3 educational courses 4 educational courses *applicable also for different locations		
<b>Teleconsulting</b>	Questionnaire for Artwork + Report	Questionnaire for Artwork + Videoconsulting + Report	3 questionnaires for 3 artworks + 1 videoconsultation + Report 4 questionnaires for 4 artworks + 1 videoconsultation + Report		

- Pink Formula
- Orange Formula
- Green Formula
- Yellow Formula



## **2. Which are the purchasing methods?**

The Formulas of each Service are gathered in four color categories according to the common purchase modality. All Formulas need the request of an estimate through the contact form, reachable through the dedicated section, and the buttons "Request a quote" and/or "Contact us".

### **2.1. Pink Formula**

The email address communicated by the customer through the contact form to request the quote, will be used to agree a telephone interview for the definition of the same. Following the acceptance of the estimate, a contract of performance and privacy, and a first invoice will be sent. The invoice will require the payment of a down payment of 30% of the agreed fees. Subsequently, the service can be carried out on site in the manner agreed.

At the completion of the service, the payment of the balance of the second invoice will be required. Upon receipt of payment, the report will be prepared and sent to an address chosen and communicated by the client.

### **2.2. Orange Formula**

The email address communicated by the customer through the contact form to request the quote, will be used to agree a telephone interview for the definition of the same. Following the acceptance of the estimate, a contract of performance and privacy, and a first invoice will be sent. The invoice will require the payment of a down payment of 30% of the agreed fees. Subsequently, the Indoor analysis service may be performed on site. Afterwards, the balance of the second invoice will be requested. Upon receipt of payment, the first report will be emailed. On a quarterly basis, a monitoring visit will be carried out at the same location and the respective Reports will be emailed. Upon completion of the monitoring cycle, a final Report will be prepared and sent to an address chosen and communicated by the Customer.



## 2.3. Green Formula

The Formulas highlighted in green include the following:

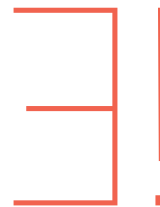
- Regarding the "Educational course for cleaning", the email address communicated by the Customer, will be used to communicate the rates (quote) and send the contract of performance and privacy. Following the acceptance of this, the invoice with the terms and timing of payment, will be issued. After the balance has been paid, the Service can be carried out on site in the pre-established procedures.
- Regarding the "Teleconsulting" Service, a preview of the questionnaire(s) will be attached to the email. The questionnaire will be submitted after the acceptance of the contractual conditions, and the receipt of the payment to be carried out within 30 days. For the Formula that includes also the video-consulting, a further correspondence will follow in order to agree the appointment.

For both Services a Report will be sent to the email address provided by the client.

## 2.4. Yellow Formula

The email address communicated by the customer through the contact form to request the quote, will be used to agree a telephone interview for the definition of the service procedures and communicate rates. Following the acceptance of the estimate, a contract of performance and privacy, and a first invoice will be sent. The invoice will require the payment of a down payment of 30% of the agreed fees.

At the end of each Service included in the carnet, the balance of the invoice issued for the single service will be requested. Upon receipt of payment, the report will be prepared and sent to an address chosen and communicated by the client.



### **3. Which is the method of payment?**

For the payment of the Services we accept as the only method the bank transfer to be made to the following coordinates: :

c/c: n° 629

In favour of: Kafe S.r.l.

Bank: Crédit Agricole SpA - Agenzia n. 36 - Milano

IBAN: IT9610623009512000063743629

BIC / SWIFT: CRPPIT2P610

A regular invoice will be issued upon payment.