

Nottinghamshire Archives - Commercial Reprographics and Research Services Order Form

Please contact us for a quotation prior to placing an order

Your details: (we will only contact you about this order)

Name:

Address:

Email:

Telephone:

Details of request – Research / Reprographics or Certified copies (for legal purposes):

Delete as appropriate: <u>Reprographics</u> - document reference number(s) <u>Research</u> - Sources to be searched	<u>Reprographics / Certified copies</u> – document description (including entry or page number(s) where known) <u>Research</u> – Information sought (including parish or area and dates to be searched) Please be as precise as possible	<u>Format</u> (reprographics orders only) Tick one only: • Email • CD • Hard copy

Research Orders – please provide/enclose any additional relevant information eg. sources already searched. For genealogical enquiries, copies of **relevant** census returns and/or certificates are useful. For house history enquiries, a map showing the **exact** location of the property is essential.

Limitations of service - Records may be missing, damaged or difficult to read. Nottinghamshire Archives cannot be held responsible for any inadvertent errors or omission.

Charges: (please tick)

- Reprographics order – Total from quotation £.....
- Research – Fee paid £..... Length of time requested
- Certified copy (for legal purposes) – per item £.....
- Postage & handling £4.00 Collect (free)
(images on cd / hard copies / research report)
- Total Paid (VAT inclusive)** **£.....**

Payment method (pounds Sterling only):

- Cash – in person payments only - please do not post
- Cheque – please make payable to **Inspire**
- Debit / credit card – please call 0115 958 1634 to pay

Orders may take up to 28 days to process once payment has been received

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Signature Date

Data Protection:

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Staff use only	Reference:		Receipt number:	
Date received:			Completion date:	
Total time taken:			Location:	
Location:				