

## Nottinghamshire Archives - Reprographic Copying Service

### Non-Commercial Cost Guidance

We produce digital photographs of most documents and can provide images to you in **one** of the following ways:

- By email (small / medium orders)
- Images on a cd (large orders) / File transfer download
- Hard copy print-outs

Our charges include the **staff time** to **photograph the documents** and any **image manipulation** required to provide the copies. **Additional staff time will also be charged for any research necessary** to provide your images (eg. locating specific data within a document or other historical source)

***The following is for guidance only, please contact us for an exact quotation.***

**15 minutes of staff time could pay for a small reprographics order: (£12.00)**

- a small document (up to 3 loose pages)
- a page from a volume
- a defined small section from a single map or building plan

**30 minutes of staff time could pay for a small / medium reprographics order: (£21.00)**

- a medium-sized building plan (containing up to 5 sheets)
- up to 3 family history microfiche searches (eg in parish records)
- a small bundle of documents from the same collection (5-10 sheets)
- a few pages from a volume or small multi-membrane deed
- up to 2 probate wills (depending on number of supporting documents)

**One hour of staff time could pay for a larger reprographics order: (£31.00)**

- a large map or multi-membrane deed
- up to 6 family history microfiche searches (eg in parish records)
- two medium-sized building plans **or** one larger one (containing up to 8 sheets)
- a medium-sized bundle of documents from the same collection (10-15 sheets)
- up to 4 probate wills (depending on number of supporting documents)

**90 minutes / 2 hours of staff time could pay for large reprographics order: (£52.00 / £62.00)**

- A large map in sections **or** up to 2 multi-membrane deeds
- A large bundle of documents from the same collection (15-20 sheets)
- Up to 10 family history microfiche searches (eg in parish records)
- Up to 6 probate wills (depending on number of supporting documents)

**Commercial purposes / Bulk orders / Fragile documents – please contact us for a quotation**