

## Nottinghamshire Archives - Commercial Reprographics and Research Services Order Form

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 will still apply even if the result is minimal or negative, as a search has still been carried out

## Charges: (please tick)

- Reprographics order – Total from quotation    £.....
- Research – Fee paid    £.....    Length of time requested .....
- Certified copy (for legal purposes) – per item    £.....
- Postage & handling    £4.70     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**

## Copyright declaration:

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- I have not previously been supplied with a copy of the same material by any archive/library.
- I will not use the copy except for research and private study and will not supply a copy of it to any other person.
- For unpublished works, to the best of my knowledge the item has not been published before being deposited in your archive and the copyright owner has not prohibited its copying.
- For published works, so far as I know, no-one else with whom I work or study will also ask for a copy of the same material at this time.

Signature ..... Date .....

## Data Protection:

Inspire: Culture, Learning and Libraries are collecting your personal data for the purposes of administering and accessing our reprographics and research services only.

Our full Privacy Notice detailing how we use and store your data can be found on our website at [inspireculture.org.uk/privacy](http://inspireculture.org.uk/privacy) or from our Data Protection Officer, [DataProtection@inspireculture.org.uk](mailto:DataProtection@inspireculture.org.uk)

<b>Staff use only</b>	Reference:		Receipt number:	
Date received:			Completion date:	
Total time taken:			Location:	
Location:				