

Nottinghamshire Archives - Non-Commercial (Personal use) **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 • Download • 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 – Total from quotation £..... Length of time requested
- ☐ Certified copy (for legal purposes) – per item £.....
- ☐ Postage & handling (for hard copy prints) £4.70
- ☐ Collection of hard copy prints (free)

Total Paid (VAT inclusive) £.....

Payment method (pounds Sterling only):

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

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

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Signature Date

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