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## Colonial Secretary's Papers photocopy order form

State Records aims to produce reference copies of state archives through the copying services.

### Fees

The cost of each entry is \$3.00. The administration fee is \$15.00 and postage/handling is \$4.00. Overseas orders have an additional \$3.65 postage charge.

Please note in instances where an entry is longer than 5 pages you may be contacted to ask if you would like to pay for the additional pages and postage if applicable.

### Ordering

Print out the form below, fill in all the details and mail/fax to:

Colonial Secretary's Papers Copy Service  
State Records  
Reprographics Officer  
PO Box 516 Kingswood NSW 2747  
Facsimile (02) 9833 4518

We accept Visa and MasterCard.

Cheques or money orders should be made payable to State Records. We cannot accept personal cheques from foreign banks.

Express postage is available on request, extra charges will apply.

### **Please do not send cash**

### Time to complete orders

- Orders will be completed within 20 working days from the date of receipt.
- Urgent orders will be completed within 5 working days and a 25% surcharge will apply.

### Conditions

- Copies may not always be legible in cases where handwriting is poor or faint, or the original record is in poor condition.
- State Records does not accept responsibility for copies lost in the postal system.

<b>Record Details 1 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Item:	Fiche:	Reel:	Page:
<b>Record Details 2 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Item:	Fiche:	Reel:	Page:
<b>Record Details 3 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Item:	Fiche:	Reel:	Page:
<b>Record Details 4 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Date:	Fiche:	Reel:	Page:
<b>Record Details 5 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Item:	Fiche:	Reel:	Page:
<b>Record Details 6 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Item:	Fiche:	Reel:	Page:

<b>Record Details 7 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Item:	Fiche:	Reel:	Page:
<b>Record Details 8 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Item:	Fiche:	Reel:	Page:
<b>Record Details 9 = \$3.00</b>			
Name/Subject:			
Ship:			Date:
Item:	Fiche:	Reel:	Page:

Your address and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Cheque/money order enclosed:		
Credit Card Number: _____ - _____ - _____ - _____		
Credit Card Name:		
Card Expiry Date:	Visa: <input type="checkbox"/>	Mastercard: <input type="checkbox"/>
<p><b>Declaration</b></p> <ul style="list-style-type: none"> <li>I have read and agree to the conditions above</li> <li>I will obtain the written permission of State Records if I wish to publish State archives or extracts therefrom (See Archives In Brief 11)</li> </ul> <p>I agree: <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>		

Cost of order	
Administration fee	<b>\$15.00</b>
Copies	<b>\$</b>
Postage/handling	<b>\$4.00</b>
Urgent order (add 25%)	
Overseas order (add \$3.65)	
<b>Total of order:</b>	