



Digital copies from original records

Fees

The cost of the service is \$25.00 per digital image from original (uncopied) records. The CD and administration fee are included. Postage is extra. Additional charges apply for prints from digital images:

Format	Price
6x4 prints	\$3.00
A4 prints	\$5.00
A3 prints	\$10.00

Ordering

Print out the form below, fill in all the details and email to Norm.Ricaud@records.nsw.gov.au or mail/fax to: mail/fax to:

Digital 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 are despatched within **20 working days** from the date of receipt.
- Urgent orders will be despatched 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.



Digital copy orders from original records

ABN 96 588 554 718
 Enquiries: (02) 9673 1788 (Reprographics Officer)

Date: _____

Name: _____

Address: _____

Phone no. (Work) _____ (Mobile) _____ (Home) _____

Digital images are supplied on CD. Prints from digital images may be ordered. A digital image will not be taken from a copied original record without prior arrangement with senior staff.
 A maximum of 5 images may be ordered using this form.

Order options	Scans	Prints			Payment
Item number(s) eg. 4/3568 p24 or NRS 17420/2/9 photo 343/2 or Map 4567	Scan	4"x 6" print	A4 print	A3 print	Cost \$
1	Scan \$25	Scan+Print \$28	Scan+Print \$30	Scan+Print \$35	
2					
3					
4					
5					
Digital image specifications – Please indicate requirements					Cost of copies \$
<input type="checkbox"/> Reference use - jpeg file up to 10mb <input type="checkbox"/> Reference use - large format original over A3 – jpeg file over 10mb <input type="checkbox"/> Publication/reproduction use - tif file up to 50mb <input type="checkbox"/> Publication/reproduction use - large format original over A3 – tif file over 50mb Remarks: please turn over					Surcharge see reverse #7 Postage for CD _____ \$6.00 Postage for Prints _____ \$4.00 Postage for Both _____ \$10.00 Overseas orders - see reverse #2 Total: Pre payment required - All prices include GST
Name of officer:					

Remarks:

Application for approval for copying from original record if a microform copy exists

Approval for copying from original record if microform copy exists

Approved

Not approved

Staff name and signature:

Credit card details

Credit card name: _____

Type: Visa MasterCard

Card number: _____ - _____ - _____ - _____

Card expiry date: _____

Signature: _____

1. Method of payment: (circle) Cash Cheque Credit card Invoice (Prior arrangement only)
2. Please add an additional \$3.65 postage for international orders
3. Cheques should be made payable to State Records NSW
4. The digital copy service aims to produce reference copies of State archives. Copies may not always be legible in cases where handwriting is poor or the original is in poor condition. We cannot guarantee to meet requests for exhibition or publication quality.
5. Orders are despatched within **20 working days**.
6. State Records cannot accept responsibility for orders lost in the postal system.
7. Surcharge – urgent orders on application only – 25% surcharge - despatched within **5 working days**.

Invoice Details – By prior arrangement only – contact Reprographics Officer