



Non-standard photocopy order form

State Records aims to produce reference copies of State archives through the copying services. If you have an EXACT reference for a record you can use this form **after consultation with staff**.

Schedule of fees

Format	Price
Loose papers (A4 and A3)	45 cents
Bound volumes, large format (over A3)	\$2.00
Microform A4	\$1.50
Microform A3	\$3.00

Administration fee \$15.00

Postage/Handling

The minimum postage charge is \$4.00 or 10% of the total copying charge whichever is the greater. Overseas orders have an additional \$3.65 postage charge.

Ordering

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

Non-standard 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 unless otherwise advised by staff e.g. large or complex orders.
- Depending on staff commitments orders of over 70 pages may not be completed within the standard turnaround of 20 working days.
- Urgent orders — **with staff approval only** — 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 cannot accept responsibility for copies lost in the postal system.

Order approved by (State Records staff):			
Record Details 1			
Series Number (if known):			Item:
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 2			
Series Number (if known):			Item:
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 3			
Series Number (if known):			Item:
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 4			
Series Number (if known):			Item:
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 5			
Series Number (if known):			Item:
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	

Record Details 6			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 7			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 8			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 9			
Series Number (if known):		Item:	
File/letter Number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	

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>Declaration</p> <ul style="list-style-type: none"> I have read and agree to the conditions above I will obtain the written permission of State Records if I wish to publish State archives or extracts therefrom (See Archives In Brief 11) <p>I agree: <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>		

Cost of order	
Administration fee	\$15.00
Copies	\$
Postage and handling (\$4.00 or 10% of the copy fee)	\$
Urgent orders — prior staff approval only (add 25%)	
Overseas order (add \$3.65)	
Total of order:	