

## Copy of existing digital image or microform - Order form

Fees – All prices include GST

Digital image	\$ Cost
Image Fee (still)	\$20.00 per image
Film	\$60.00 per film

Other fees (as required)	Charge
Credit card processing fee	0.4% of total fees
Urgent order – Please contact us via below details to request	25% of cost of copies

### Order completion time



- **15 WORKING DAYS** (maximum) after payment received. Working days are Monday - Friday. Orders with multiple entries may take longer
- **5 WORKING DAYS** (maximum) for approved urgent orders.

### Delivery

- **Still images** are delivered by either email/Dropbox/DVD. DVD's can be collected from our reading room or posted. An additional fee of \$5.65 is payable for postage within Australia.
- **Films** are delivered as MP4 on USB – no additional fee for postage.

### Ordering

1. Print out or edit form on computer
2. Fill in record, delivery, format, cost, payment and personal details
3. Post or email to:

**Post:** Reprographics Officer  
Copy Order Service  
NSW State Archives  
PO Box 516 Kingswood NSW 2747  
**Email:** reprographics@records.nsw.gov.au

### Digital file formats

- **JPEG** Images for **reference use** (small-medium sized file, can be emailed)
- **TIFF** Images for **publication/reproduction use** (large file, Dropbox or DVD delivery only)

### Payment options

- **Cash** In person in our Reading Room only
- **Credit card** We accept Visa and Master Card only
- **Electronic funds transfer** Direct deposit (details on payment page)
- **Money order** Made payable to: NSW State Archives
- **Invoice** Prior arrangement only – please contact us via above details

### Conditions

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




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<b>YOUR FULL NAME:</b>			
Order approved by (staff name)			
<b>Delivery format</b> (tick one only)	Email (JPEG only) <input type="checkbox"/>	Dropbox <input type="checkbox"/>	Delivery by post \$5.65 for still images on DVD <input type="checkbox"/>
	<b>JPEG file</b> Images for reference use	<b>DVD collect from Reading Room</b> 161 O'Connell Street, KINGSWOOD NSW 2147 <input type="checkbox"/>	
	<b>TIFF file</b> Images for publication/reproduction use		
	<b>MP4 file</b> Films delivered on USB	<b>USB collect from Reading Room (film only)</b> <input type="checkbox"/>	
<b>Image details</b> (full catalogue citation or individual details)		<b>Image format</b>	<b>Copy fee</b>
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864		<b>TICK ONE</b>	\$20.00 per image \$60.00 per film
<b>Record 1 details</b> (include known information)		JPEG	
Full citation - Series no NRS: Item no: Title:		<input type="checkbox"/>	
Page/Entry No:		TIFF <input type="checkbox"/>	
<b>Record 2 details</b>		JPEG	
Full citation - Series no NRS: Item no: Title:		<input type="checkbox"/>	
Page/Entry No:		TIFF <input type="checkbox"/>	
<b>Record 3 details</b>		JPEG	
Full citation - Series no NRS: Item no: Title:		<input type="checkbox"/>	
Page/Entry No:		TIFF <input type="checkbox"/>	
<b>Record 4 details</b>		JPEG	
Full citation - Series no NRS: Item no: Title:		<input type="checkbox"/>	
Page/Entry No:		TIFF <input type="checkbox"/>	
<b>Record 5 details</b>		JPEG	
Full citation - Series no NRS: Item no: Title:		<input type="checkbox"/>	
Page/Entry No:		TIFF <input type="checkbox"/>	

<b>Record 6 details</b>	JPEG	
Full citation - Series no NRS: Item no: Title:	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
<b>Record 7 details</b>	JPEG	
Full citation - Series no NRS: Item no: Title:	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
<b>Record 8 details</b>	JPEG	
Full citation - Series no NRS: Item no: Title:	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
<b>Record 9 details</b>	JPEG	
Full citation - Series no NRS: Item no: Title:	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
<b>Record 10 details</b>	JPEG	
Full citation - Series no NRS: Item no: Title:	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
<b>Record 11 details</b>	JPEG	
Full citation - Series no NRS: Item no: Title:	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
<b>Record 12 details</b>	JPEG	
Full citation - Series no NRS: Item no: Title:	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		

Fee payable		(PLEASE COMPLETE)	
<b>A</b>	<b>Total cost of digital images</b>	<b>Total =</b>	<b>\$</b>
<b>B</b>	<b>Delivery of DVD</b> (postage option only)	Postage fee \$5.65	\$
	<b>25% urgent fee</b> (staff-approved only)	<i>Total cost of digital images [A] x 0.25 =</i>	\$
		<b>Sub-total [A + B] =</b>	<b>\$</b>
<b>C</b>	<b>0.4% credit card surcharge</b> (card only)	<i>Total [B] x 0.004 =</i>	\$
<b>AMOUNT PAYABLE</b>		<b>[A + B + C] =</b>	<b>\$</b>

Payment options		(PLEASE TICK ONE BOX)	
<input type="checkbox"/> <b>Cash</b> (in the Reading Room only)	<input type="checkbox"/> <b>Money order</b> (to NSW State Archives)		
<input type="checkbox"/> <b>Credit Card</b> (we accept Visa & MasterCard only)	<input type="checkbox"/> <b>Invoice</b> (prior approval only - contact us)		
<input type="checkbox"/> <b>Direct deposit</b> (using details below)			

Paying by <b>DIRECT DEPOSIT</b>		(PLEASE COMPLETE WHEN PAID VIA DIRECT DEBIT)	
	(Details for direct deposit payment option)		* Please ensure you have completed this section indicating if you have paid by direct deposit to NSW State Archives. We cannot process your order without it.  <b>Paid by direct deposit (tick):</b> <input type="checkbox"/>  <b>Date paid:</b>
	<b>Account name:</b>	State Records NSW	
	<b>Account details:</b>	BSB 032-001 Account No. 205522	
	<b>Payment reference:</b>	(Your full name and postcode)	

Paying by <b>CREDIT CARD</b>		(PLEASE COMPLETE IF PAYING BY CREDIT CARD)	
<b>Name on credit card:</b>			
<b>Card expiry date:</b> ...../..... <b>Card number:</b> _ _ _ _ - _ _ _ - _ _ _ _ - _ _ _ _			

Personal details			(PLEASE COMPLETE)		
<b>Name:</b>					
<b>Address:</b>					
<b>Suburb:</b>		<b>Postcode:</b>		<b>State:</b>	
<b>Country (if not Australia):</b>					
<b>Telephone:</b>			<b>Email:</b>		

Declaration		(PLEASE COMPLETE)	
<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 NSW State Archives if I wish to publish State archives or extracts therefrom (See the Publishing/Citing State Archives information on our website)</li> <li>I accept the credit card processing surcharge fee of 0.4% of total order (credit card payments only)</li> </ul>			
<i>I agree (tick):</i> <input type="checkbox"/>			
<b>Signature:</b>			<b>Date:</b>