

Standard copy order form

NSW State Archives aims to produce reference copies of State archives through the copying services. Please use this form if you have an EXACT reference for a record.

Schedule of fees

All prices include GST.

Format	Price
Small items (1-10 pages) eg: <ul style="list-style-type: none"> • Early probate • Professions and Occupations card • Colonial Secretary's papers 1826+ • Quarter Sessions papers • Index cards 	\$25.00 per item
Medium items (11-30 pages) eg: <ul style="list-style-type: none"> • Deceased estate file • Inquest file 	\$35.00 per item
Large items (31-100 pages) eg: <ul style="list-style-type: none"> • Probate packets • Divorce file • Intestate file • Insolvency file 	\$50.00 per item
Extra large item (101 + pages)	Price on application (use Non-standard copy order form)
Microform copies from online indexes eg: <ul style="list-style-type: none"> • 1841 Census • Bench of magistrates • Child care and protection • Colonial Secretary's papers 1788-1825 • Convicts • Crown plans • Immigration • Miscellaneous immigrants • Naturalization • Police service registers • Publicans licences • Teachers rolls 	\$10.00 per index entry

Delivery Copies delivered electronically by email or dropbox – no additional fee

Postal delivery of hard copies WITHIN AUSTRALIA additional fee of \$5.65 per order

Postal delivery of hard copies OVERSEAS additional fee of \$9.75 per order

Credit card processing surcharge fee 0.4% of total order.

Urgent orders subject to availability — will be completed within 5 working days and a 25% surcharge will apply. Please contact staff before making a request for an urgent order.

Ordering

Print out the form below, fill in all the details and post or email to:

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

Payment options

- Credit cards – we accept Visa and Master Card only
- Electronic funds transfer – see NSW State Archives account details on final page of order form
- Refunds will only be issued by Electronic Funds Transfer.

Please do not send cash or cheques

Time to complete orders

- Orders are despatched within **15 WORKING DAYS** after payment (working days are Monday – Friday). Orders for large items and/or multiple entries may take longer.
- Please allow additional time for postal delivery.

Conditions

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

Comments			
Order approved by (NSW State Archives staff):			
Record Details 1			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	
Record Details 2			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	
Record Details 3			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	
Record Details 4			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	

Record Details 5			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	
Record Details 6			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	
Record Details 7			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	
Record Details 8			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	
Record Details 9			
Citation (include series /item numbers and title, name/subject):			
Date:	Fiche:	Reel:	Page:
Format: Small item <input type="checkbox"/>	Medium item <input type="checkbox"/>	Large item <input type="checkbox"/>	Microform <input type="checkbox"/>
Cost of copies:	Delivery: Digital <input type="checkbox"/>	Hard copy (posted) <input type="checkbox"/>	

Shipping and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Name on credit card:		
Card expiry date: _____ Card number: _____ - _____ - _____ - _____		
<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 NSW State Archives if I wish to publish State archives or extracts therefrom (See the Publishing/Citing State Archives information on our website) I accept the credit card processing surcharge fee of 0.4% of total order (credit card payments only) <p>I agree: <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>		

PAYMENT BY DIRECT DEPOSIT:
State Records NSW
 BSB 032-001 Account No 205522
 Payment reference: Your full name and postcode.

Paid by direct deposit
 Date paid _____

Please send your order form indicating you have paid by direct deposit to NSW State Archives. We cannot process your order without it.

Cost of order	
Copies	\$
Add urgent fee (if applicable) 25% x (administration fee+ copies)	\$
POSTAGE OF HARD COPIES (AUSTRALIA)	\$5.65
POSTAGE OF HARD COPIES (OVERSEAS)	\$9.75
Total [A]:	\$
For credit card payments only Multiply Total [A] by 0.004 = [B]	\$
Final total [A] + [B]:	\$