

Digital copy of original record- Order form

Fees – All prices include GST

Digital image	\$ Cost
Digital copy of original record	\$30.00 per image
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
Delivery (postage) fee for DVDs	\$5.65 per DVD

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

- Images are delivered by email / Dropbox / DVD
- DVDs can be collected in our Reading Room or posted via Australia Post. Our postage fee is \$5.65

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 format

- **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

Digital copy of original record – Order form

YOUR FULL NAME:	
Order approved by (staff name)	


Delivery format (tick one only)	Email (JPEG only) <input type="checkbox"/>	Dropbox <input type="checkbox"/>	DVD delivery by post (\$5.65) <input type="checkbox"/>
	JPEG file	Images for reference use	
	TIFF file	Images for publication/reproduction use	
			DVD collect from Reading Room 161 O'Connell Street, KINGSWOOD NSW 2147 <input type="checkbox"/>

Original record details (full catalogue citation or individual details)	Image format	Copy fee
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	(TICK ONE)	\$30.00 per image
Record 1 details (include known information)	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	<input type="checkbox"/>
Page/Entry No:		
Record 2 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	<input type="checkbox"/>
Page/Entry No:		
Record 3 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	<input type="checkbox"/>
Page/Entry No:		
Record 4 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	<input type="checkbox"/>
Page/Entry No:		
Record 5 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	<input type="checkbox"/>
Page/Entry No:		

Record 6 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
Record 7 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
Record 8 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
Record 9 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
Record 10 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
Record 11 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		
Record 12 details	JPEG	
Full citation eg. NRS-4481-3-[7/16047]-St19864 Item No eg. Map 1567, or St19864	<input type="checkbox"/>	
	TIFF	
	<input type="checkbox"/>	
Page/Entry No:		

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

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

Paying by DIRECT DEPOSIT		(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. Paid by direct deposit (tick): <input type="checkbox"/> Date paid:
	Account name:	State Records NSW	
	Account details:	BSB 032-001 Account No. 205522	
	Payment reference:	(Your full name and postcode)	

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

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

Declaration		(PLEASE COMPLETE)	
<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) 			
<i>I agree (tick):</i> <input type="checkbox"/>			
Signature:			Date: