



Colonial Secretary's Papers photocopy order form

NSW State Archives aims to produce reference copies of State archives through the copying service.

Schedule of fees

All prices include GST.

Each entry \$3.30.

Copies to the value of \$3.30 per entry are provided. If the number of documents exceeds copies to the value of \$3.30 you may be contacted to ask if you would like to pay for the additional pages.

Administration fee \$16.40

Delivery \$5.65

Overseas orders if photocopies are posted an additional \$4.10 postage applies

Credit card processing 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 our 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 files 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 does not accept responsibility for copies lost in the postal system.

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|----------------------------------|------------------------|-------|
| Comments | | |
| | | |
| | | |
| Record Details 1 = \$3.30 | | |
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |
| Record Details 2 = \$3.30 | | |
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |
| Record Details 3 = \$3.30 | | |
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |
| Record Details 4 = \$3.30 | | |
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |

| Record Details 5 = \$3.30 | | |
|---------------------------|------------------------|-------|
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |
| Record Details 6 = \$3.30 | | |
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |
| Record Details 7 = \$3.30 | | |
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |
| Record Details 8 = \$3.30 | | |
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |
| Record Details 9 = \$3.30 | | |
| Name/Subject: | | |
| Ship: | Date: | |
| Container (box/volume): | Item (file/letter) no: | |
| Fiche: | Reel: | Page: |

Shipping and payment details

| | | |
|--|-----------|-------------|
| Name: | | |
| Address: | | |
| Suburb: | Postcode: | State: |
| Country (if not Australia): | | |
| Telephone: | Email: | |
| Name on credit card: | | |
| Card expiry date: _____ Card number: _____ - _____ - _____ - _____ | | |
| Declaration <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 agree: <input type="checkbox"/> | | |
| Signature: _____ | | Date: _____ |

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 | |
|---|----------------|
| Administration fee | \$16.40 |
| Copies | \$ |
| Add urgent fee (if applicable) 25% x (administration fee+ copies) | \$ |
| Delivery fee | \$5.65 |
| Add additional postage fee for overseas photocopy orders \$4.10 | \$ |
| Total [A]: | \$ |
| For credit card payments only Multiply Total [A] by 0.004 = [B] | \$ |
| Final total [A] + [B]: | \$ |