



Copy of existing digital image or microform - Order form

Fees – All prices include GST

Digital image	\$ Cost
Image fee (still)	\$5.65 per image
Existing digital copies of films – copy provided as MP4 on USB or DVD	\$55.35 per film

Prints	
6x4 print	\$3.30
A4 print	\$5.65
A3 print	\$10.70

Other fees	
Administration fee	\$16.40 per order
Image delivery fee (stills and film)	\$5.65 per order
Print postage fee	\$4.35 per print
Credit card processing fee	0.004% of Total [A]
Urgent order – Please contact staff to apply	25% of Administration & copy fee

Ordering

Print out the form, fill in order options, shipping and payment 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

Cash	over the counter only
Credit card –	we accept Visa and Master Card only
Electronic funds transfer	see our account details on payment page
Money order	made payable to NSW State Archives
Invoice	prior arrangement only – please contact staff

Time to complete orders

Orders are despatched within **15 WORKING DAYS** after payment (working days are Monday – Friday).
Orders with multiple entries may take longer.

Urgent orders despatched within **5 working days**.

Conditions

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



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Order options	Digital		Prints			Fee
	Still image \$5.65	Film \$55.35	4 x 6 print \$3.30	A4 print \$5.65	A3 print \$10.70	
Item number(s) eg. 4/3568 p24 or NRS 17420/2/9 photo 343/2 or Map 4567						\$
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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 cost of copies & Administration fee	\$
Delivery fee:	\$5.65
Add postage for prints: \$4.35 per print	\$
Add additional postage fee for overseas orders: \$4.10	\$
Total [A]:	\$
For credit card payments ONLY Multiply Total [A] by 0.004 = [B]:	\$
Final total [A] + [B]:	\$
Please circle delivery option: Still image: Email or Dropbox or Post (on CD) Film: USB or DVD	

Payment options – Please indicate

- | | |
|--|--|
| <input type="checkbox"/> Cash over the counter 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 arrangement only – contact staff |
| <input type="checkbox"/> Direct deposit See details above | |

Digital image specifications – please complete

- Reference use – Scan from original material under A4 size** = jpeg file up to 10mb
- Reference use – Scan from original material over A4 size** = jpeg file over 10mb
- Publication/reproduction use – Scan from original material under A4 size** = tiff file up to 50mb
- Publication/reproduction use – Scan from original material over A3 size** = tiff file over 50mb
- Existing digital copy of film – provided as MP4 on USB or DVD.** File size dependent on length of film

Comments

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

- 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:

Signature: _____

Date: _____