



Digital copy order form – existing digital image or microform

Fees – All prices include GST

Digital image	\$ Cost
Image fee (still)	\$20.00 per image
Existing digital copies of films – copy provided as MP4 on USB or DVD.	\$60.00 per film

Other fees	
Credit card processing fee	0.004% of Total [A]
Urgent order – Please contact staff to apply	25% of Administration & copy fee

Delivery

Still images are delivered by email / Dropbox / DVD. DVDs can be collected in the reading room or posted via Australia Post. An additional fee of \$5.65 is payable for postage within Australia and \$9.75 for overseas orders.

Films are delivered as MP4 on USB or DVD. USB/DVD can be collected in the reading room or posted via Australia Post (no additional delivery 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.
- Copies are delivered digitally.



Copy of existing digital image or microform - Order form

Order options	Digital		Fee
Item number(s) eg. NRS-4481-3-[7/16141]-St38930 or 4/3568 p24 or NRS 17420/2/9 photo 343/2 or Map 4567	Still image \$20.00	Film \$60.00	\$
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	
Copies:	\$
Add urgent fee (if applicable): 25% x cost of copies & Administration fee	\$
Delivery postage of still image on DVD (AUSTRALIA) \$5.65	
Delivery postage of still image on DVD (OVERSEAS): \$9.75	\$
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 / Dropbox / DVD Film: USB / 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: _____