



Digital copy of original record - Order form

Fees – All prices include GST

Digital image	\$ Cost
Image fee - includes administration & delivery fee	\$27.70 per image
Prints	
6x4 print	\$3.30
A4 print	\$5.65
A3 print	\$10.70
Other fees	
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 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.



Digital copy of original record – Order form

Order options	Digital	Prints			Fee
Item number(s) eg. 4/3568 p24 or NRS 17420/2/9 photo 343/2 or Map 4567	Image \$27.70	4 x 6 print \$3.30	A4 print \$5.65	A3 print \$10.70	\$
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	\$
Add postage for prints: \$4.35 per print	\$
Add additional postage fee for overseas order: \$4.10	\$
Total [A]:	\$
For credit card payments ONLY	
Multiply Total [A] by 0.004 = [B]:	\$
Final total [A] + [B]:	\$
Circle delivery option Email(jpeg files only) – Dropbox – Post(cd)	

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

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: _____