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## Doctors' Photographs copy order form

NSW State Archives aims to produce reference copies of State archives through the copying services. This is a copy service for the record series NRS 9873, Doctors' photographs.

### Schedule of fees

All prices include GST.

**Each photograph** \$8.55

You will receive a 600dpi jpeg digital image on CD, and a 4'x6' print on photographic paper.

**Administration fee** \$16.40

**Delivery** \$10.70

**Overseas orders** additional \$4.10 postage.

**Credit card processing surcharge 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](mailto:reprographics@records.nsw.gov.au)

### Payment options

- Credit cards – we accept Visa and Master Card only
- Electronic funds transfer – see NSW State Archives 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 with 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 cannot accept responsibility for copies lost in the postal system.

**You must provide the FULL name and item detail for each entry**

Comments
<b>Photo Details 1 = \$8.55</b>
Name <i>*required:</i>
Item number <i>*required:</i>
<b>Photo Details 2 = \$8.55</b>
Name <i>*required:</i>
Item number <i>*required:</i>
<b>Photo Details 3 = \$8.55</b>
Name <i>*required:</i>
Item number <i>*required:</i>
<b>Photo Details 4 = \$8.55</b>
Name <i>*required:</i>
Item number <i>*required:</i>
<b>Photo Details 5 = \$8.55</b>
Name <i>*required:</i>
Item number <i>*required:</i>
<b>Photo Details 6 = \$8.55</b>
Name <i>*required:</i>
Item number <i>*required:</i>
<b>Photo Details 7 = \$8.55</b>
Name <i>*required:</i>
Item number <i>*required:</i>
<b>Photo Details 8 = \$8.55</b>
Name <i>*required:</i>
Item number <i>*required:</i>

Shipping and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Name on credit card:		
Card expiry date: _____ Card number: _____ - _____ - _____ - _____		
<p><b>Declaration</b></p> <ul style="list-style-type: none"> <li>I have read and agree to the conditions above</li> <li>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)</li> <li>I accept the credit card processing surcharge fee of 0.4% of total order (credit card payments only)</li> </ul> <p>I agree: <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>		

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	
<b>Administration fee</b>	<b>\$16.40</b>
<b>Copies</b>	<b>\$</b>
<b>Add urgent fee</b> (if applicable) 25% x (administration fee+ copies)	<b>\$</b>
<b>Delivery</b>	<b>\$10.70</b>
<b>Add additional postage fee for overseas orders</b> \$4.10	<b>\$</b>
<b>Total [A]:</b>	<b>\$</b>
<b>For credit card payments only</b> Multiply <b>Total [A]</b> by 0.004 = <b>[B]</b>	<b>\$</b>
<b>Final total [A] + [B]:</b>	<b>\$</b>