



## Non-standard photocopy order form

NSW State Archives aims to produce reference copies of State archives through the copying services. If you have an EXACT reference for a record you can use this form **after consultation with staff**.

### Schedule of fees

All prices include GST.

Format	Price
Loose papers (A4 and A3)	55 cents
Bound volumes, large format (over A3)	\$2.15
Microform A4	\$1.65
Microform A3	\$3.30

**Administration fee** \$16.40

**Delivery** \$5.65

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

**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 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 cannot accept responsibility for copies lost in the postal system.

Comments			
<b>Order approved by (NSW State Archives staff):</b>			
<b>Record Details 1</b>			
Series Number (if known):			Container:
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
<b>Record Details 2</b>			
Series Number (if known):			Container:
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
<b>Record Details 3</b>			
Series Number (if known):			Container:
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
<b>Record Details 4</b>			
Series Number (if known):			Container:
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	

Record Details 5			
Series Number (if known):		Container:	
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 6			
Series Number (if known):		Container:	
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 7			
Series Number (if known):		Container:	
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 8			
Series Number (if known):		Container:	
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	
Record Details 9			
Series Number (if known):		Container:	
Item (file/letter) number:			
Name/Subject:			
Date:	Fiche:	Reel:	Page:
No of copies and format:		Cost of copies:	

Shipping and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Name on credit card:		
<b>Card expiry date:</b> _____ <b>Card number:</b> _ _ _ _ _ - _ _ _ _ _ - _ _ _ _ _ - _ _ _ _ _		
<b>Declaration</b> <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>		
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	
<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 fee</b>	<b>\$5.65</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>