



Probate Packets photocopy order form

NSW State Archives aims to produce reference copies of State archives through the copying services.

Schedule of fees

All prices include GST.

Each file \$37.95 including delivery.

You may order copies of up to nine (9) Probate Packets using this form.

Please note in instances where the number of documents for a single packet exceeds copies to the value of \$32.30 you will be contacted and asked if you are willing to pay an additional amount to have the remainder of the packet copied.

Administration fee \$16.40

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

Credit card processing 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

Payment options

- Credit cards – we accept Visa and Master Card only
- Electronic funds transfer – see our 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 does not accept responsibility for copies lost in the postal system.

Comments	
Probate Packet Details 1 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):
Probate Packet Details 2 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):
Probate Packet Details 3 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):
Probate Packet Details 4 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):
Probate Packet Details 5 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):

Probate Packet Details 6 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):
Probate Packet Details 7 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):
Probate Packet Details 8 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):
Probate Packet Details 9 = \$37.95 (including delivery)	
Name:	Date of Death:
Series Number (tick one only):	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probate Number:	Container number (if known):

Your address and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Name on credit card:		
Card expiry date: _____ Card Number: _____ - _____ - _____ - _____		
Declaration <ul style="list-style-type: none"> 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: <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	
Administration fee	\$16.40
Copies including delivery fee	\$
Add urgent fee (if applicable) 25% x (administration fee+ copies)	\$
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]:	\$