



August 2021

Microfilm Duplication Order Form

Fees – GST included

\$66.00 per reel

Microfilm is digitised and electronic copy supplied on USB.

Ordering

Print out the form, complete the relevant details and email to:

retrievearch@records.nsw.gov.au.

Or post to:

Support Officer, Collections & Assessment
NSW State Archives
PO Box 516 KINGSWOOD NSW 2747

- We accept Visa and MasterCard. A **credit card processing surcharge fee** of 0.4% is payable on all credit card transactions.
- Payment may also be made by direct deposit. See NSW State Archives account details on final page of copy order.
- Money orders should be made payable to NSW State Archives. We do not accept cheques.

Turnaround time

Orders are completed within 15 working days. Working days are Monday- Friday, excluding Saturdays Sundays and public holidays.

Delivery by electronic format or post (USB) - please choose on next page. Allow additional time for postal delivery.

Microfilm details = \$66.00	
Reel no:	
Item Number(s):	
Microfilm details = \$66.00	
Reel no:	
Item Number(s):	

Shipping and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:		Email:
Money order enclosed:		
Name on credit card:		
Credit Card Number: _____ - _____ - _____ - _____		
Card Expiry Date:	Visa: <input type="checkbox"/>	Mastercard: <input type="checkbox"/>
<p>Declaration</p> <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) <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	
Copies:	\$
Total [A]:	\$
For credit card payments only Multiply Total [A] by 0.004 = [B]	\$
Final total if paying by CC [A] + [B]:	\$
Please circle delivery option:	Email Post (USB)