



Jul 2017

## Microform and CD-Rom Order Form

**To order copies of microforms (microfilm and microfiche) held in the reading rooms**

### Fees

All prices include GST and delivery.

#### Microfilm

The fee for 1 duplicate reel is \$57.50.

#### Microfiche

Copies of fiche are \$3.20 per fiche.

#### CD-Rom

Index to the Colonial Secretary's Papers, 1788-1825 \$44.70.

### Ordering

Print out the form below, fill in all the details and post or email to:

Publications Officer  
State Archives NSW  
PO Box 516 KINGSWOOD NSW 2747  
Email: [info@records.nsw.gov.au](mailto:info@records.nsw.gov.au)

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 State Archives NSW account details on final page of copy order.

Money orders should be made payable to State Archives NSW. We do not accept cheques.

### Turnaround time

Turnaround time for duplication is 20 working days. Working days are Monday- Friday, excluding Saturdays Sundays and public holidays.

Please allow additional time for postal delivery.

**Request for duplication of microforms**

Microform	
Title:	
Reel Number:	<b>OR</b>
Fiche Number:	
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Title:	
Reel Number:	<b>OR</b>
Fiche Number:	
NRS Number:	
Microform	
Title:	
Reel Number:	<b>OR</b>
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Fiche Number:	
NRS Number:	
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Title:	
Reel Number:	<b>OR</b>
Fiche Number:	
NRS Number:	

Your address and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:		
Email:		
Money order enclosed:		
Credit Card Number: _____ - _____ - _____ - _____		
Credit Card Name:		
Card Expiry Date:	Visa: <input type="checkbox"/>	Mastercard: <input type="checkbox"/>
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Cost of order	
<b>Copies and delivery</b>	\$
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<b>Final total [A] + [B]:</b>	\$