

SCANNING REQUEST FORM

CUSTOMER DETAILS

Date:
Name: Telephone Number:
Address:
.....

DOCUMENT DETAILS

Reference:
BA: Parcel
Description and Date:

PHOTO DETAILS

Parish:
Register No:

COPYRIGHT DETAILS (For completion by searchroom staff)

Original Held By: WRO WHC OTHER

Customer's Intended Use: Personal Publication - Printed - Website

Copyright Held By:

Copyright Permission : Already Held Letter of Permission Letter Returned
Out of Copyright Declaration Form/Other Documents Attached

Conditions of Use:

COPY DETAILS (Please tick the appropriate boxes)

PRINTED COPY

All paper sizes/types £10.00

Paper size: A3 A4 A5

Paper type: Glossy white Matte white

All paper sizes and types are charged at the full price for one print. Extra prints in the same order will be charged at £5.00 each.

ELECTRONIC COPY

Written to CD/DVD £7.50

One image on a disc is charged at full price. Up to three extra images on a disc are charged at £3.75 each.

More than four images on a disc will be charged at the hourly rate of £17.50

Special Requirements:

PAYMENT DETAILS

I, the above named, authorise WRO to carry out the work as detailed on this form and agree to pay the outstanding balance in full at the time of order. All charges include VAT at the current rate.

Signed: Total Cost: (+ 75p p+p if posted) Receipt No:

On completion: To be collected from: Record Office/ WHC. To be posted to customer (delete as appropriate)

Scanning Order taken by:

Scanning Work Completed By: Date: Scanning No: Added to Database