

COPY ORDER FORM

<p>Name and address (BLOCK CAPITALS PLEASE)</p> <p>Tel: _____ E-mail: _____</p>	<p>We aim to complete orders by post within 10 working days of receipt.</p> <p>Please note: we make copies to the highest possible standard but quality depends on the condition of the microfiche and/or original and clarity cannot be guaranteed.</p>
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IN PERSON: printed books post-1900: 20p per A4, 30p per A3; all other records: 50p per A4, 70p per A3

BY POST: UK and EU

- **Parish register entry or census return:** £3.40 for each entry. Sufficient details of parish/census entry are required (i.e type of entry, name, date or year and parish). **N.B.** where an entry is not found, monies are not returnable.
- **Wills:** £3.40 for each will (please quote reference number)
- **Other documents:** £5.00 minimum charge (please quote reference number). Orders over £5 will be charged at 50p/A4 and 70p/A3 plus postage and packaging. **N.B.** some document formats (see over) cannot be photocopied.

BY POST: Outside EU

- **First parish/census entry/will:** £6.00 (£3.50 for subsequent entries) **Other documents:** £6 minimum charge

Parish/census details must include the event, name(s), date/year and parish Or document/book reference and description	Office use only	
	A4	A3
COPYRIGHT AND DATA PROTECTION DECLARATION		

1. I declare that:

- a) I have not been previously supplied with a copy of the same material by you or any other librarian/archivist:
 - b) I will not use the copy except for research or private study and will not supply a copy of it to any other person: and
 - c) Either: (i) (In the case of published works) To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose; or
(ii) (In the case of unpublished works) To the best of my knowledge the work had not been published before the document was deposited in your library/archive and the copyright owner has not prohibited copying of the work.
2. I understand that if the declaration is false in a material particular the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I made the copy myself.
 3. If I wish to make use of the copy for the purpose of publication or exhibition I will approach Hampshire Archives and Local Studies as a first step towards obtaining permission to do so.
 4. I agree to abide by the principles of the Data Protection Act 1998 should the copies requested contain personal data of living individuals.

Signature

Date

This must be the personal signature of the person making the request. A stamped or typed written signature or the signature of an agent is NOT acceptable. A signed order form which has been faxed or scanned and sent electronically is acceptable.

The following types of document cannot be photocopied because of the risk of damage. It is usually possible to take digital photographs instead (please see our digital photography order form).

- Manuscript volumes
- Large printed books and books printed before 1900
- Rolls
- Electoral registers
- Documents with hanging seals
- Trade directories (except where a duplicate copy exists)
- Large maps
- Deeds consisting of more than one sheet (the top sheet may be copied)
- Tithe apportionments
- Any document which is considered too delicate or which may suffer from being copied

PAYMENT OPTIONS	OFFICE USE ONLY								
<p>Please tick payment method:</p> <p><input type="checkbox"/> Cash (in person)</p> <p><input type="checkbox"/> *Cheques in pounds sterling made payable to Hampshire County Council</p> <p><input type="checkbox"/> *Credit/debit cards</p> <ul style="list-style-type: none"> • Payment by this method is subject to a minimum transaction of £5.00 <p>* If you are unsure of the total, we accept blank cheques and credit card details with instructions</p> <p>“Not to exceed £ _____”</p> <p>Name (as on card) _____</p> <p>Address (if different from overleaf)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Card type (Mastercard, Visa etc) _____</p> <p>Issue number _____</p> <p>Start date _____</p> <p>Expiry date _____</p>	<p>Search/copies @ £6.00 =</p> <p>Search/copies @ £3.40 =</p> <p>A4 @ =</p> <p>A3 @ =</p> <p style="text-align: right;">Copy total</p> <p>Less deposit</p> <p>Postage and packing</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">In person</td> <td style="width: 25%;"></td> <td style="width: 25%;">Total</td> <td style="width: 25%;"></td> </tr> <tr> <td>By post</td> <td></td> <td>Receipt no.</td> <td></td> </tr> </table> <p>Order completed by:</p> <p>Date completed:</p> <p>Date posted or collected (if different from completion date)</p>	In person		Total		By post		Receipt no.	
In person		Total							
By post		Receipt no.							
<p>Credit card number _____</p> <p>or</p> <p>Debit card number _____</p> <p>Security number (on back of card) _____</p>	<p>← THIS SECTION TO BE DETACHED AND DESTROYED FOLLOWING COMPLETION OF THE TRANSACTION</p> <p>Prices quoted are valid until 31 March 2009</p>								



Data Protection Act 1998 – the information you have provided will be used to process your request for copies and will not be passed to anyone else. This form will be destroyed 3 years after the current one, being kept for audit purposes in the meantime