

HAMPSHIRE ARCHIVES AND LOCAL STUDIES
Hampshire Record Office, Sussex Street, Winchester, SO23 8TH Tel: +44 (0)1962 846154

MICROFICHE ORDER FORM

| | |
|------------------------------------|---------|
| Name and address (BLOCK CAPITALS): | Collect |
| | Post |
| Email: | |

Please note: Microfiche copies will be supplied only where a master fiche exists. We supply copies of whole registers only. Some pages have been filmed at 90° and may not be suitable for all viewers. In some instances the permission of the incumbent may have to be sought before copies are supplied. Whilst we aim to produce fiche to the highest possible standard, quality will depend to some extent on the condition of the original register and cannot be guaranteed.

Master fiche will be sent away for copying once a sizable batch of orders has been received. Copying takes up to two weeks. We aim to complete orders within two months of receipt.

Microfiche cost £1.85 each. Payment should accompany all orders together with the appropriate postage and packing charge as follows: 10 fiche and under: 60p; 11-49 fiche: £1.00; 50+ fiche: £1.50; Overseas: £2.00.

The cost does not include provision of fiche envelopes. There is an additional charge of five pence per envelope.

Please tick here if envelopes are required:

| PARISH NAME (Example: Basingstoke) | PARISH REGISTER REFERENCE NUMBER (Example: 46M74/PR1) | FICHE NUMBERS (Example: 1-7) | TOTAL (Example: 7) |
|---------------------------------------|--|---------------------------------|-----------------------|
| (Continue overleaf if necessary) | | | |

COPYRIGHT AND DATA PROTECTION DECLARATION

- I declare that:
 - I have not been previously supplied with a copy of the same material by you or any other librarian/archivist:
 - 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
 - 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(ii) (In the case of unpublished works) To the best of my knowledge the work had not been published before the document was deposited in your library/archive and the copyright owner has not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.
- 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.
- If I wish to make use of the copy for the purpose of publication, exhibition, presentation, or display on a website I will approach Hampshire Archives and Local Studies as a first step towards obtaining permission to do so.
- 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.

(continued from overleaf)

| PARISH NAME (Example: Basingstoke) (Continued from overleaf) | PARISH REGISTER REFERENCE NUMBER (Example: 46M74/PR1) | FICHE NUMBERS (Example: 1-7) | Total (Example: 7) |
|--|--|---------------------------------|-----------------------|
| | | | |

| 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 Payment by this method is subject to a minimum transaction of £5.00</p> <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>No. of fiche @ £1.85 =</p> <p>Envelopes @ 5p each =</p> <p>Sub-total =</p> <p>Postage and packing =</p> <p>Total =</p> <table border="1"> <tr> <td>In person</td> <td></td> <td></td> <td></td> </tr> <tr> <td>By post</td> <td></td> <td>Receipt no.</td> <td></td> </tr> </table> <p>Date order received:</p> <p>Date order sent for processing:</p> <p>Date posted or collected:</p> <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 6 years after the current one, being kept for audit purposes in the meantime</p> | In person | | | | By post | | Receipt no. | |
| In person | | | | | | | | | |
| 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 2012</p> | | | | | | | | |