

**COPY ORDER FORM**

<p>Name and address (BLOCK CAPITALS PLEASE)</p>   <p>Tel: _____ Email: _____</p>	<p><b>We aim to complete orders by post within 10 working days of receipt.</b></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:**

- **All records:** 60p per A4, 75p per A3 except **library books** less than 100 years old: 25p per A4, 40p per A3

**BY POST:** (prices include UK p&p. For overseas add £1 per order form)

- **Parish register:** £3.60 for each entry. Sufficient details must be given, i.e. type of entry, name, date (or month and year) and parish. **N.B.** where an entry is not found, monies are not returnable
- **Wills:** £5 for each will (please quote reference number)

**BY POST: Documents and books**

- £5 minimum charge. Orders over £5 will be charged at the copying rates above plus p&p. Please quote reference numbers. N.B. some document formats (see over) cannot be photocopied

Full details of parish register entry/will/document/book to be copied:	Office use only	
	A4	A3
<p>Please continue on separate page</p>		

**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(ii) (In the case of unpublished works) To the best of my knowledge the work had not been published before the document was deposited in your library/archive and the copyright owner has not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.

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
- Rolls
- Documents with hanging seals
- Large maps
- Tithe apportionments
- Any document which is considered too delicate or which may suffer from being copied
- Large books and books 100 years old or more
- Electoral registers
- Trade directories (except where a duplicate copy exists)
- Deeds consisting of more than one sheet (the top sheet may be copied)

PAYMENT OPTIONS	OFFICE USE ONLY								
<p><b>Please tick payment method:</b></p> <p><input type="checkbox"/> <b>Cash</b> (in person)</p> <p><input type="checkbox"/> <b>*Cheques in pounds sterling</b> made payable to Hampshire County Council</p> <p><input type="checkbox"/> <b>*Credit/debit cards</b> Payment by this method is subject to a minimum transaction of £5.00</p> <p><b>* If you are unsure of the total, we accept blank cheques and credit card details with instructions</b></p> <p><b>“Not to exceed £_____”</b></p> <p>Name (as on card) _____</p> <p>Address (if different from overleaf) _____ _____ _____</p> <p>Card type (Mastercard, Visa etc) _____</p> <p>Issue number _____</p> <p>Start date _____</p> <p>Expiry date _____</p>	<p>Photocopying @ £5.00 =</p> <p>Wills @ £5.00 =</p> <p>Search/copies @ £3.60 =</p> <p style="margin-left: 40px;">A4 @ 25p =</p> <p style="margin-left: 40px;">A3 @ 40p =</p> <p style="margin-left: 40px;">A4 @ 60p =</p> <p style="margin-left: 40px;">A3 @ 75p =</p> <p style="text-align: right;">Total =</p> <p style="text-align: right;">Less deposit =</p> <p style="text-align: right;">Postage and packing =</p>								
<p>Credit card number _____ or Debit card number _____</p> <p>Security number (on back of card) _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">In person</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><b>TOTAL</b></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">By post</td> <td></td> <td style="text-align: center;">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> <p> <b>Data Protection Act 1998</b> – 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		<b>TOTAL</b>		By post		Receipt no.	
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<p><i>← THIS SECTION TO BE DETACHED AND DESTROYED FOLLOWING COMPLETION OF THE TRANSACTION</i></p> <p><b>Prices quoted are valid until 31 March 2012</b></p>									