



Digital copy order: 50th Anniversary images

ABN 96 588 554 718
Enquiries: (02) 9673 1788 (Reprographics Officer)

Date: _____

Name: _____

Address: _____

Phone no. (Work) _____ (Mobile) _____ (Home) _____

Copies of digital images are provided as high resolution jpg files on CD. The cost of the service is \$25.00 for one image which includes postage and handling and the cost of the CD. Additional images are \$5.00 each.

A maximum of 10 images may be ordered using this form. If you wish to place an order for more than 10 copies please contact State Records.

Item(s)		Images	Payment
Item number Eg: NRS 1150 [SZ115 p 29] or NRS 2138, [3/6040, no 1219] or NRS 905, [4/2741.4], letter no 46/1123 or NRS 4335 [Plan 654]	Item title Eg: Convict indents, Jane Langley Gaol photograph, Margaret Greenwood Colonial Secretary, Letters received, Thomas Rea Plans of public buildings, Ashford, Fraser's Creek Lockup	1 st image \$25.00 Fee includes image, postage, handling and CD	Cost \$
1		1 st Image \$25	
2		Additional image \$5	
3		Additional image \$5	
4		Additional image \$5	
5		Additional image \$5	
6		Additional image \$5	
7		Additional image \$5	
			Please turn over

8		Additional image \$5	Cost \$
9		Additional image \$5	
10		Additional image \$5	

Digital images are provided as high resolution jpg images on CD. Remarks:	Cost of copies	\$
	Surcharge see #7	
	Overseas orders - see #2	
	Total:	\$
	Pre payment required - All prices include GST	

1. Method of payment: (circle) Cash Cheque Credit card Invoice (by prior arrangement only)
2. Please add \$3.65 postage for international orders
3. Cheques should be made payable to State Records NSW
4. The digital copy service aims to produce reference copies of State archives. Copies may not always be legible in cases where handwriting is poor or the original is in poor condition. We cannot guarantee to meet requests for exhibition or publication quality.
5. The standard turnaround time for orders is 20 working days.
6. State Records cannot accept responsibility for orders lost in the postal system.
7. Surcharge — urgent orders on application only — 25% completed within 5 working days.

Invoice details - By prior arrangement only - contact Reprographics Officer