

# Archives ACT Application for Paper Copies of Large Format/Fragile Records / Tax Invoice

ABN 37 307 569 373 GPO Box 158 Canberra ACT 2601

## Description of records to be copied (continues overleaf)

Series Details / Instructions: Section of page,

No., File No.	Page or folio no.	and / or description, colour or B&W	Resolution	images	GST inclusive		
Total							
Requested by							
Name							
Postal addre	ess						
Phone							
Email							
Declaration							
I request the listed items for the purpose of research $\square$ study $\square$ for publication $\square$ .							
I understand that in some cases the physical condition of the record may prevent it from being copied							
I undertake the above.	at I will not us	se any copies supplied to me for any p	ourpose, other t	han the purpo	se specified		
I understand t Archives ACT		s may be published or reproduced in a	any format witho	out the written	consent of		
I have comple	ted and attac	ched a request for permission to publis	sh order form				

Your personal information will only be used for the purpose for which it was collected. Further details of the Territory Records Office's Privacy Policy can be viewed at: <a href="https://www.cmtedd.act.gov.au/legal/privacy">https://www.cmtedd.act.gov.au/legal/privacy</a>

I hereby declare that I will adhere to the Copyright Act 1968 in relation to the use of these items.

Address ArchivesACT GPO Box 158

**Signature** 

GPO Box 158
Canberra ACT 2601

Email: archives@act.gov.au

Senior Advisor, Information Access: (02) 6207 5726

Archives Officer: (02) 6205 3510

# Collection of completed copying

Please post to the address above	
Please email to the address above	
Hold for collection and phone me on the no. above when copies are ready	

# Costings, fees and charges

The costings, fees and charges for these items where applicable are the same as published by the Environment, Planning and Sustainable Development Directorate. These include, larger than A3 page, aerial photography and maps. Otherwise the costings, fees and charges are on a cost recovery basis from the outsourced supplier.

# **Archives ACT Use Only**

Date of request		Number of copies @		
Date completed		Standard postage \$4.55		
Records dispatched for copying to:			Date	
Order received		Total		
Date contacted				
Date sent/collected		Receipt no.		