

**Order  
number**

**SURREY HERITAGE**  
**REQUEST FORM 4A**

**REQUEST FOR DIGITAL COPY OF UNPUBLISHED ITEM**

**Customer details (Block capitals please)**

Name ..... Email address .....  
Address ..... Telephone .....  
..... Please ring when ready? YES/NO  
..... To be collected YES/NO

**Payment details**

Please charge this credit/debit card      Switch/Visa/Mastercard      Start Date.....  
A/C number .....      Expiry Date.....  
Name of credit card holder.....      Debit card  
issue number.....  
3 digit security number (last 3 numbers from strip on reverse of card) .....  
I enclose a cheque for £..... made payable to **Surrey County Council**. Cheques should be in Sterling  
drawn on a UK bank

To:      Surrey History Centre, 130 Goldsworth Road, Woking, Surrey GU21 6ND  
            **T: 01483-518737 F: 01483-518738 E: shs@surreycc.gov.uk**

Please supply me with a copy of the following documents, which are required by me for the purposes of research  
or private study:

**I declare that -**

- (a) I have not been previously supplied with a copy of the same material by you or any other archivist/librarian/heritage assistant
- (b) I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person; and
- (c) 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.

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 I shall be liable for infringement of copyright as if I had made the copy myself.

Signature .....  
Date .....

Please note that this must be the **personal signature of the person making the request**. A stamped or typewritten signature or the signature of an agent is **not** acceptable.

**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 kept for 7 years after the current one to comply with copyright legislation and audit purposes.**

Please note: our aim is to produce prints to the highest possible standard. Quality will depend to some extent on the quality, size and condition of the item to be copied and cannot be guaranteed. A colour print may not reproduce exactly the shades of an original document.

Document reference *	A4	A3	Black and white	Colour	Basic paper	Photo quality paper	CD		Price
							First image	Further images	
							Postage and packing		
							<b>Total</b>		

If the cost of supplying the order exceeds the amount you have calculated above, please indicate the upper limit you are willing to have charged to your credit/debit card £.....

\* Please describe the area to be reproduced. In the case of maps, a simple sketch may be appropriate.

## CHARGES

### Basic Paper

A4 £7.40 each

A3 £11.70 each

### Photo quality paper

A4 £10.60 each

A3 £21.20 each

Single images can be provided on a CD-Rom at a cost of £10.60  
 Additional images may be added to the CD at a cost of £6.40 per image  
 Postage and packing £2.40 for UK orders, £4.00 for overseas orders.  
 VAT is included for UK and EU customers only.

### For office use only

..... copies of A4 size @ :....

Date received.....

..... copies of A3 size @ ....

Suitable for copying YES/NO

CDs @

Date scanned .....

Postage and packing @ £2.40/£4.00 per order

Date sent with receipt.....

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Date images saved.....

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**PAID: YES/NO** Date.....

Cash Cheque  
 Revised: 28 April 2011

Credit card