



Order Reference: **MicF/** _____

Request for copies of microfiche

Customer's contact details

Name	
Address (including Postcode)	
Telephone number	
Email address	

Documents to be copied

Reference	Type of register, e.g. Christening 1813-1852	Number of fiche in register

I declare that the copies are required by myself for private study or research and I will not supply a copy of it to any other person or organisation. I understand that the copies are not to be used in any commercial publication, or supplied to any third party for such a purpose. If I wish to use the images for any such purpose, or to produce any other copies or formats, or to publish the images then I will seek permission from the County Archivist in writing. I understand that the Publication Right is the property of the owner of the document. I have not previously received a copy of the same document(s) by you or any other person or organisation. I understand that if the declaration is false in a material particular the copy supplied to me by you will be infringing copyright and that I shall be liable under copyright law as if I had made the copy myself.

Signature: _____ Date: _____

How much will it cost?

Each fiche costs £2.40. There is also an additional handling charge, which includes postage and packing. The handling charge is determined by the quantity of copies being despatched, and the location of the address to which they are sent. Further information about these charges can be found via our website (www.northamptonshire.gov.uk/recordoffice) or upon request.

Methods of payment

Payment for your order is required in advance, and in sterling. Payment can be made by cheque (made payable to **Northamptonshire County Council**) or by cash. Please note that we are unable to accept direct payment by debit or credit card but, if your order comes to over £50.00, we can set you up with an account through which debit or credit card payment can be made, via the County Council.

How long will it take to get the microfiche?

To make the copies you require we need to send the duplicate copies away to a third party to create the microfiche. For this reason, please be aware that it will take up to **eight weeks** to process and complete your order.

Payment required

The cost for the copies	£
Handling charge (including postage and packing)	£
Total payment required	£

Please return this form, with payment, to

Enquiries Archivist
Northamptonshire Record Office
Wootton Hall Park
Northampton
NN4 8BQ

For staff use only

Payment received?	Yes / No
Receipt number	

Notes