



Research Service Application form

The Northamptonshire Record Office undertakes research for those who are unable to visit us in person. Before you complete this form please read the statements below carefully.

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. **Cheques** should be made payable to '**Northamptonshire County Council.**' We aim to complete the research within four weeks of receipt of payment and a completed application form. When we have completed the research we will send you a detailed report of the findings, but please be aware that there is always the possibility that our research will not discover any relevant information, and no refund can be given where this is the case. If you require copies of any documents mentioned in the report these will have to be ordered separately, and an additional charge will be made. When paying for research the payment will cover 15 minutes of administration, so that payment for an hour will include 45 minutes research and 15 minutes creating the report. A maximum of two hours research can be booked at a time.

The research work is undertaken in good faith and to the highest standards, but Northamptonshire County Council and the Record Office will not be liable for any mistakes, omissions or errors of interpretation or issues howsoever arising. The research is provided on the understanding that it is required for private study or research and will not be supplied to any other person or organisation. Also the research is not to be used in any commercial publication, or supplied to any third party for such a purpose without the written permission of the County Archivist.

Your contact details

Name			
Address			
Postcode		Telephone number	
Email address			

Please use the box below to tell us what you hope to find out. Without precise details we are unable to begin your search, as we need to be sure that we are working to your instructions

Please undertake the research specified above for the information requested. I have read and understood the information provided at the top of this form.

Signed: _____ Dated: _____

Payment of _____ is enclosed for _____ hours research (cheques payable to **Northamptonshire County Council**)

Please return this form, with payment, to
'Northamptonshire Record Office, Wootton Hall Park, Northampton. NN4 8BQ'