



ENGLISH HERITAGE

NATIONAL MONUMENTS

RECORD

LASER COPY ORDER FORM

ORDER NUMBER

PAGE

OF

CUSTOMER DETAILS (please print)

NAME TELEPHONE FAX

ADDRESS

INVOICE TO (if different from above)

DATE OUR REF YOUR REF SEND COLLECT PHONE SIGNED

QTY ITEM REFERENCE ORIGINAL FORMAT A4 / A3 ADDITIONAL INFORMATION

TOTAL THIS PAGE OVERALL TOTAL

before completing this form, please refer to notes shown on reverse

Guidance Notes

Please complete all of the required information for each item that you wish to order: charges are per image copied, not per sheet of paper (see current price list). Additional copies of an image will only be charged at the reduced price when they are ordered at the same time as the initial copy.

Please also complete your details and sign your order; we will not process an order until a signature is given. If you would like to collect your order we can telephone you when it is ready.

Item Reference - Please include the following essential information so that we can identify each image to be copied:

Archaeology - Negative number; County / Parish / Site name

Buildings - Negative number; Caption

Air Photographs - Sortie / Film number; Frame number; Camera position; Date flown

Some of the images in our collection may have been cropped. Please consider the shape, size and quality of the original image (if known) when completing this form. Part of an image can be enlarged by up to 400%, paper size allowing. A photocopy clearly showing the area to be enlarged should accompany requests for part enlargements.

Original Format - Size of file print and whether black & white or colour. Although we can supply black and white copies from colour originals, we cannot reproduce black and white images in colour.

A4 / A3 - Please state which paper size you wish the image to be reproduced onto. A3 is the largest paper size available for this service.

Additional information - Please state the amount of enlargement or if the image is to be reproduced at the same size as the file print. If no preference is given we will supply copies at the same size as the original.

Orders will be despatched within 15 working days of receipt of written request, subject to availability of original material or other circumstances beyond our control. The purchase of Laser copies or other material does not carry with it the right to make a reproduction of it in any form without the prior written consent of the relevant copyright holder. Where we cannot grant reproduction permission ourselves we will direct you to the relevant copyright holder.

Warning: Reproduction fees paid after publication will be charged at double the normal rate.

Please send your signed and completed order form to:

NMR Enquiry and Research Services, NMRC, Great Western Village, Kemble Drive, Swindon, Wiltshire, SN2 2GZ

Tel: 01793 414600

Fax: 01793 414606

E-mail: info@rchme.co.uk