



## Guidance Notes

Please complete all of the required information for each item that you wish to order. 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.

Size - Please indicate the size you require; we can supply prints in the following paper sizes.

Inches	(mm)	
7 x 5	(178 x 127)	35mm and 5" x 4" (127 x 102mm) transparencies are also available.
8.5 x 6.5	(216 x 165)	
10 x 8	(254 x 203)	
10 x 10	(254 x 254)	
12 x 9.5	(305 x 240)	
16 x 12	(406 x 305)	
20 x 16	(508 x 406)	
24 x 20	(610 x 508)	

All sizes quoted are approximate. Some of the images in our collection may have been cropped. All prints are reproduced with a ¼" white border, which is included in the paper size. Please consider the shape, size and quality of the original image (if known) when completing this form.

Format - Please tick the appropriate columns for the format you require (Tran = transparency OR Print = photographic print; Col = colour OR B/W = black & white). Although we can supply black and white copies from colour originals, we cannot reproduce black and white images in colour.

Area - Please tick if you would like a part of the image enlarged. A photocopy clearly showing the area to be enlarged should accompany requests for part enlargements. An additional 25% fee is incurred on part enlargements (see current price list). If the finished print is of the whole image this column can be left blank.

Surface - Please indicate your preferred finish; semi-matt (enter 'M') or gloss (enter 'G'). Most of the paper sizes are available in either finish, although 10" x 10" prints can only be supplied as semi-matt. If no preference is given we will supply gloss finish prints (except for 10" x 10").

Copyright / Royalty / Price - Our specialist staff will complete this information when we receive your order; please leave these columns blank. We do hold some material that we are unable to reproduce: in these cases our staff will advise you whom to contact.

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 photographs 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](mailto:info@rchme.co.uk)