|  |  |
| --- | --- |
|  | The Waterways Archive  Ellesmere Port |

Tel: 0151 373 4378 National Waterways Museum

Fax: South Pier Road Ellesmere Port

**Cheshire**

**email: linda.barley@canalrivertrust.org.uk CH65 4FW**

# COPYING SERVICE ORDER FORM

***To help us process your order, please complete as fully as possible***

|  |
| --- |
| **Date of Order** |
| **CUSTOMER DETAILS** |
| **Name** |
| **Address** |
| **Telephone Number** |
| **Fax Number** |
| **E-mail address** |
| ***PAYMENT DETAILS*** |
| **Cash/cheque/credit card (delete as applicable)** |
| **Please make cheques payable to ‘The Waterways Trust’** |
| Payment by credit card |
| **Please telephone the Archive Research Assistant on 0151 373 4378 Mon, Tues, Wed between 10.00am and 4pm if you wish to pay by credit card** |
| ***Payment by Invoice***  **Please give all details of the person or organisation to whom the invoice is to be sent** |

**All orders must be pre-paid in full unless invoiced**

**ORDER DETAILS Copy page as required to continue order**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Ref.** | **Description** | **Type\***  **See below** | **Finish\***  See below | **Size** | **Net Price each** | **Qty** | **Total price** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total cost of copies | | | | | | |  |
| Useage Fees as agreed | | | | | | |  |
| Post & Packing | | | | | | |  |
| TOTAL | | | | | | |  |

***\*Reproduction types:* Black & White:** Photocopy; Plan copy.

**Colour:** Photocopy; Scan to disc or email; Photograph

***\*Finish:*****Scans:** Please specify jpg or tiff and resolution in dpi.

**Supply of Reprographic Copies by The Waterways Archive: Customer's Declaration as to Intended Use**

Completion of a signed Declaration as to Intended Use is a condition of supply.

To The Waterways Archive: Please supply me with copies of the material listed.

**I DECLARE THAT:**

1. I have not previously been supplied with a copy of any material covered by this Declaration.

2. I will not supply a copy of this material to any other person.

3. I require the copies in the first instance for purposes of personal research or private study only.

4. If I wish to make use of the copies for any other purpose, including the publishing of copies in either hard copy or digital formats, I will approach the Waterways Archive as a first step towards obtaining permission to do so.

5. I understand that the receipt of any material covered by this Declaration does not imply that permission for any further use can or will be given.

6. I understand that fees may be payable as a condition of granting permission for any further use of any material covered by this Declaration.

7. I will ensure that any acknowledgement required by the Waterways Archive as a condition of granting permission for any further use will be properly made.

8. I understand that if this Declaration is false in a material particular in respect of copyright material the copy supplied will be an infringing copy and I shall be liable for infringement of copyright as if I had made the copy myself.

9. I also understand that if I cancel the order for material covered by this Declaration, I shall be liable to pay for any part of the work that has already been carried out.

Name …………………………………………………………………………………………..

Signature …………………………………………………………………………………..

Date …………………………………………………………………………………………..

For TWT use only:

Archive Reference …………………………………………………………………………...