



OFFICE USE ONLY  
Job No: \_\_\_\_\_

# Government Agency Application For Photocopies

## 1. Details

Requestor's Name: _____	User ID: _____
Agency Name: _____	
Dept Name: _____	
Post code: _____	Contact Telephone: _____

## 2. Declaration

I request a copy/copies of the records/extracts listed below for the purpose of:

- Research
- Study
- Business Purposes

I undertake that I will not use any copies supplied to me for any purpose other than the purpose specified above.

I understand that in some cases the physical condition of the records may prevent them from being copied.

I understand that copies of records not created by this agency may not be published or reproduced in any format without the written consent of the Keeper of Public Records.

Signature: _____	Date of request _____
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## 3. Service required

STANDARD	SAME DAY (up to 20 copies)	FOLLOWING DAY (up to 20 copies)
Please post or DX (provide DX number _____)		Hold for collection
Forward to PROV Ballarat	Client-arranged courier	

*Copies held for 6 months only*

## 4. Records to be copied (continues overleaf)

Series (VPRS no)	Unit number (eg box number)	Item Number (ie number on file, letter, document etc)	No. of pages (count each side)

Office Use Only	Costings
Order registered .....	Number of Copies: @ .75 cents each \$.....
Order completed .....	Same day fee: \$15.00 .....
Order posted/forwarded .....	Following day fee: \$ 7.50 .....
Order collected: .....	Standard Postage: Up to 99 A4 pages \$ 8.95 .....
<b>Client-arranged Courier:</b>	Standard Postage: 100 to 199 A4 pages \$16.40 .....
Collected by Courier:                      Date .....	Standard Postage: 200 to 400 A4 pages \$21.35 .....
Officer Initials: .....	Registered Mail an extra: \$3.50 .....
	DX handling fee: up to 799 A4 pages \$2.00 .....
	DX handling fee: 800+ A4 pages \$8.65 .....
	<b>Total \$</b> _____

Invoice	Corporate/Credit card	Purchase Order Number _____	Cash/Cheque
(send invoice to above address Y/N?) (written authority from signatory received Y/N?) (purchase order faxed/emailed Y/N?)			(receipt provided Y/N?)

