



POSTAL RESEARCH SERVICE APPLICATION FORM

HOW TO REQUEST A SEARCH:

When you have read and completed both sides of the form as appropriate please send it with your remittance to one of the following:

Bury St Edmunds Record Office

77 Raingate Street, Bury St Edmunds, Suffolk IP33 2AR

Ipswich Record Office

Gatacre Road, Ipswich, Suffolk IP1 2LQ

Lowestoft Record Office

Central Library, Clapham Road, Lowestoft, Suffolk NR32 1DR

CHARGES AND PAYMENT METHODS:

The minimum time undertaken for research, translations and transcriptions is half-an-hour and postage and packing costs should be added per request. The charges are for a full hour's research and there is no extra cost for writing your report or administration. Please check our current price list for the cost of this service.

- Cheques, postal orders, money orders and Eurocheques should be in Pounds Sterling and made payable to SUFFOLK COUNTY COUNCIL
- Overseas cheques should be drawn on a UK bank account
- If you wish to pay by credit card, please request a form from one of the above offices

I would like you to undertake hour(s) work on my behalf - if the hour(s) I have paid for are insufficient to complete the research/transcription/translation please spend up to hours on it and bill me on completion **Signature:** _____ **Name:** _____

Research	Transcription	Translation	Copies	P&P	I ENCLOSE MY TOTAL FEE
£	£	£	£	£	£

OFFICE USE ONLY	Received on	Amount received	Research No	Date completed	Date sent	No Hrs done	Money in credit	Money owed
		£					£	£

INFORMATION SOUGHT:

(Please give clear and concise details, including any information known with details of sources already consulted - this will help us to avoid unnecessary duplication)

You will receive a report which will include details of sources consulted and recommendation for further research. The report may contain photocopies and/or other reproduced material where copies may be an effective way of communicating results. If this proves the case, I declare

COPYRIGHT DECLARATION FOR A COPY OF AN ARTICLE OR PART OF PUBLISHED WORK

To: Staff at
¹Bury St Edmunds Record Office, 77 Raingate Street Bury St Edmunds, Suffolk, IP33 2AR
 Ipswich Record Office, Gatacre Road, Ipswich, Suffolk, IP1 2LQ
 Lowestoft Record Office, Central Library, Clapham Road, Lowestoft, Suffolk, NR32 1DR

1 Please supply me with a copy of ¹
 The article(s) in the periodical(s), the particulars of which are

Ref	Date	Details/Description of article

The part(s) of the published work(s), the particulars of which are

Ref	Date	Details/Description of article

required by me for the purposes of research and private study.

2 I declare that:

- a) I have not previously been provided with a copy of the same material by any member of staff of a Library or Record Office;
- b) I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person; and
- c) To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose

3 I understand that if this declaration is false in any material way, the copy supplied to me by you will be an infringing copy and I shall be liable for infringement of copyright as if I had made the copy myself.

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1 Please supply me with a copy of ¹the whole/following part(s) of the unpublished work(s)

Ref	Date	Page(s)	Details/Description

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