

C	DECLARATION		
I declare that I have read and accept the terms overleaf.			
Signed ¹			¹ This must be the signature of the person making the request. A stamped or typewritten signature of an agent is NOT acceptable
Print name		Date	

D															OFFICE USE ONLY: ORDER DETAILS		
Digi scan	Qty	Unit price	Total	Digi photo	Qty	Unit price	Total	Photocopy	Qty	Unit price	Total	Other	Qty	Unit price	Total		
JPEG		£	£	JPEG		£	£	B&W A4		£	£	Printout A4		£	£		
TIFF		£	£	TIFF		£	£	B&W A3		£	£	Printout A3		£	£		
A5 print		£	£	A5 print		£	£	Colour A4		£	£	Self Service photography permit					
A4 print		£	£	A4 print		£	£	Colour A3		£	£			£			
A3 print		£	£	A3 print		£	£			£	£						
Total		£	£	Total		£	£	Total		£	£	Total		£	£		

E									OFFICE USE ONLY: ADMINISTRATION DETAILS		
	Order received	Order processed	Copies sent	Payment requested	Payment received	Order completed	Order total	£			
Date							Handling charge	£			
Initials							P & P (First class)	£			
Notes						Oracle code	P & P (Airmail)	£			
							Total charges	£			



JUDICIAL, PARLIAMENTARY AND PUBLIC PROCEEDINGS

