



Misc.301

# LIBRARY & ARCHIVE SEARCH REQUEST

Version 1 dated 17/11/2016

Request No. \_\_\_\_\_

## REQUESTER DETAILS

NAME OF REQUESTER.....DATE: .....

ADDRESS: .....

CONTACT NUMBER / EMAIL: .....

## DETAILS OF MATERIAL / INFORMATION / PHOTOS REQUESTED

Brief Description:.....

.....  
.....  
.....

## DETAILS OF INFORMATION SUPPLIED

.....  
.....  
.....  
.....

## FOR OFFICE USE

RECEIVED BY: .....DATE.....

COSTS INCURRED (if any) \$.....Inc. GST

TIME SPENT SEARCHING / COPYING..... hours

INFORMATION SENT BY.....DATE.....

METHOD SENT:      POSTED      /      EMAIL      /      HAND DEL.

### NOTE:

1. Original Documents may on no account be sent as part of an information request.
2. Documents must be copied or scanned, and the original returned to the correct file.
3. Costs incurred must include Postage (if any), and a 25% additional Search fee.