IMAGING SERVICES ORDER FORM

Mail to: Imaging Studio
State Library of Victoria
328 Swanston Street, Melbourne, VIC. 3000.
Enquiries Tel : 03 8664 7332 email: photography@slv.vic.gov.au

ABN 73190 237 854

ORDER NO .....
SLV RECEIPT NUMBER

1. CONTACT DETAILS

NAME ..... COMPANY .....

ADDRESS .....

..... POSTCODE .....

TELEPHONE ..... FAX ..... EMAIL .....

Personal information collected on this form will be managed in accordance with the *Information Privacy Act 2000*.

2. TYPE OF ORDER

- ☐ Digital file ☐ colour ☐ b & w
- ☐ Digital print ☐ colour ☐ b & w
- ☐ Photocopy
- ☐ Newspaper copy
- ☐ Map copy
- ☐ Other (please specify) .....

3. DESPATCH DETAILS

- Standard Post ☐
- Express Post ☐
- Collect in person ☐

4. PAYMENT METHOD

- Credit card ☐
- Cash ☐
- Cheque/ Money order ☐
- Purchase Order ☐
- # .....

5. PROPOSED PURPOSE

- For publication (*conditions apply) ☐
- For exhibition display (*conditions apply) ☐

*Please complete an Application for Permission to Publish or Reproduce Material.

- For reference / study ☐

Please sign the declaration below

6. DECLARATION

I declare that:
I have not been supplied previously with a copy of this image or work. I will make further application as necessary if further use of copy/copies is intended.
If these copies are to be used for publication, I will seek permission from the library if at any time I decide to use this copy/ copies for publication.
I require the copy/copies described on this form for the purpose of research or study and that it/they will not be used for any other purpose.

☐ I agree

....
Signature Date

7. ITEMS REQUIRED (see instructions)

COLLECTION ITEM		DESCRIPTION	SIZE (metric)	PRICE A$
Accession no. / Call no.	Image no. / Location	Artist, photographer, title or description of work (date), *and* precise imaging requirements		

OFFICE USE ONLY

ORDER NO ..... DATE ..... INITIALS .....
SLV RECEIPT NUMBER

ORDER TAKEN BY ..... EXT ..... COLLECTION AREA .....
STAFF MEMBER TO PRINT NAME MATERIAL ORIGIN

CORRESPONDING ORDER NUMBERS .....

FILM	GN / LS	ORIG.	TOTAL

SUBTOTAL	
POSTAGE AND HANDLING	
TOTAL	

Please read information on how to fill out this form at www.slv.vic.gov.au/onlineorders