

# RESEARCH ENQUIRY

DATE: .....

NAME: .....

ADDRESS: .....

.....

PHONE: ( ) ..... MOBILE: ( ).....

EMAIL:.....

This Information is required for: .....

.....

Names or Topics or Area/s Being Researched: .....

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Time Period being Research: .....

NAME and SIGNATURE OF ENQUIRER: .....

**(if this is an online enquiry, please attach printout of the email)**

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## OFFICE USE:

This research has been: In person: ..... By Mail: ..... By Phone: ..... By Email.....

Time Taken By Archivist: .....

Research Charges: ..... hrs x ..... = \$..... Door Charge Paid : Yes / No

Photocopying:.....pages x ..... = \$..... Postage: \$.....

Donation: \$..... Other: ..... TOTA: = \$.....

Payment Received: \$..... Date Payment Received: .....

How Received: In person /internet banking / other..... (please circle)

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FURTHER INFORMATION SENT: (Details and Date sent:.....

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.....Additional Charges: .....