

INFORMATION REQUEST

Enquirer details (please print clearly.)
NAME
ADDRESS
Postcode
Telephone No.: Mobile No
 Email: Please note: The enquirer will be advised if the Society holds any materials or information in relation to their enquiry. Requested follow up searches which entail further research and/or copying of items within the collection will be costed individually, and the enquirer advised. Deposits will be payable before further work is undertaken. Society members will receive a 10% discount. Examples of fees are detailed below¹. Cost of photographs on glossy paper \$15.00 each. Special prints will be priced accordingly. Photographs must be paid for in advance. Society members will receive a 10% discount.
Information sought. Please give as much detail as possible.
WHS use only: Request received on behalf of the Warrandyte Historical Society byDate/Date/
Monies received \$ \$
Action taken byCompleted Yes/No Date//
¹ Hourly search rate \$10.00 Photocopied pages 50c each. Archive search printouts 50c per page