

For Office Use

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| Reg No | |
| Enq No | |



HERITAGE HUB, HAWICK
Remote Research Service Application Form

PLEASE COMPLETE **BOTH** SIDES OF THIS FORM IN TYPESCRIPT OR BLOCK CAPITALS

Full name

Address

.....

Tel No Email

Please undertake the research specified overleaf from the resources held at the Heritage Hub. I enclose a cheque/postal order/money order made payable to Scottish Borders Council in pounds sterling.

Or please charge my Visa Credit Card Visa Debit Card Mastercard Switch

My card number is

Issue No Valid From / Expiry Date / Security No

Please tick one box:

- The minimum fee of £20.00 for up to one hour's research.
- Or the sum of £ for hour/s work at the rate of £20.00 per hour.

For orders for research of than 3 hours we would suggest the use of an accredited researcher – please contact us for details.

Maximum Payment Request

If the information requested cannot be found in the time specified I authorise the search to be continued, but the maximum I wish to pay in addition to the advance payment specified above is £..... I understand that I will be invoiced for the outstanding balance and that the results of the research will be dispatched to me on receipt of my final payment.

Copyright Declaration

It may be easier for us to answer your enquiry by sending you a small number of photocopies rather than a detailed search report. The Archive Service is permitted to provide you with **one** copy of a document in copyright, providing that you sign a copyright declaration. You must not re-copy or publish the copies that we provide or you may infringe the Copyright, Designs and Patents Act 1988. Please ask us if you need advice.

All applicants must sign this application and copyright declaration

I declare that I will not use copies provided by the Heritage Hub except for research or private study and will not supply copies to any other person. I understand that if this declaration is false, the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

*Signed Date

*This must be the personal signature of the person making the request. A stamped or typewritten signature or the signature of an agent is **NOT** acceptable.

Data Protection Act 1988: Please note that the information provided on this form will be used for the purposes stated and will not be disclosed to any other agency.

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Research Enquiry

(Please give clearly below the object of your research. Be as specific as possible with names, places and dates. Also indicate what you already know and sources already consulted.)

**Please return this with your payment to :
Heritage Hub, Kirkstile, HAWICK, Roxburghshire, Scotland TD9 0AE**

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