

**KENT HISTORY & LIBRARY CENTRE
RESEARCH REQUEST FORM**

Enquiry No:

Name:		Title:
Address:		Date:
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Postcode		

Signature

This must be the signature of the person making the request; the signature of an agent is not acceptable

i *Kent County Council is a data controller under the 1998 Data Protection Act. This information is being collected solely for the purpose of administering this research request.*

What information do you already have and what do you hope to find out?

Relevant information

In order to avoid duplication of searches, note clearly and briefly details relevant to your enquiry.

What I hope to find out

(Please state specific goals in order of importance)

How much research time do you want?

	Pounds Sterling	Please indicate
15 minutes (<i>minimum charge</i>)	8.75	
30 minutes	17.50	
45 minutes	26.25	
1 hour	35.00	
Copies		
Digital copies (A4/A3 size documents) (£5 first image/ £2 each subsequent page from the same document)		
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	Total	

We accept payment by Sterling Cheque or Credit Card. All prices inclusive of VAT

Please enclose either a **Sterling Cheque** or **Bankers Draft in Sterling** made payable to **Kent County Council**. (**Please note that we do not accept Postal Money Orders**). Payment must be sent directly to the Centre in advance, although cheques will not be cashed until the work is completed. **Credit card** payments are also accepted and all prices are inclusive of VAT. **Credit card** details must be entered on a separate form.

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Research Report

You will receive a report outlining the sources examined and results obtained. Please allow up to 20 working days for the completion of this order. It is not always possible to carry out research to the fullest extent due to pressures on staff time and Kent Archives Service reserves the right to refuse research requests on this basis.

PLEASE RETURN TO:

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 Kent History & Library Centre
 James Whatman Way
 Maidstone
 Kent ME14 1LQ
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