

**KENT ARCHIVES SERVICE  
RESEARCH REQUEST FORM**

**Enquiry No: .....**

Name:		Title:
Address:		
		Tel:
		E-mail:
Postcode		

**Signature .....** **Date: .....**

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 General Data Protection Regulation. This information is being collected solely for the purpose of administering this reprographic order from Kent Archives Service. We will hold your personal information for the year of the enquiry plus six years for paid services. Data can be shared with other Kent County Council services if requested. We will share personal information with law enforcement or other authorities if required by applicable law.*

**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
<b>Standard Research</b>		
15 minutes ( <i>minimum charge</i> )	10.00	
30 minutes	20.00	
45 minutes	30.00	
1 hour	40.00	
<b>Document Translations (Latin)</b>		
1 hour	60.00	
Increments of 15 minutes, as quoted	15.00	
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1 hour	60.00	
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Digital copies (A4/A3 size documents) (£6 first image/ £2.50 each subsequent page from the same document)		
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		P&P (£2.00)
		<b>Total</b>

### Payment

We accept payment by **Debit/Credit Card** or by **Sterling Cheque** made payable to 'Kent County Council'. All prices inclusive of VAT. Credit card details must be entered on a separate form.

**Please request a quotation for research prior to sending payment.**

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### Research Report

You will receive a report outlining the sources examined and results obtained. Please allow up to 21 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  
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