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- c) If the material is **unpublished**: to the best of my knowledge the work had not been published before the document was deposited in the Essex Record Office and the copyright owner has not prohibited copying. If the material is **published**: to the best of my knowledge no other person with whom I work or study made or intends to make a request for substantially the same material at or about the same time.
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SIGNATURE* _____ DATE _____

*This must be the personal signature of the person making the request. An agent who orders copies on behalf of a third party must obtain that person's signature to this declaration.

ORDERS BY POST I wish to pay by the following method (tick one) <input type="checkbox"/> On completion of the order please advise me of the cost. I understand the order will not be dispatched before payment is received. <input type="checkbox"/> I attach a sterling cheque for 'Not more than [amount I do not wish to exceed] pounds', leaving the Record Office to fill in the exact figure on completion. Cheques should be made payable to Essex County Council . <input type="checkbox"/> Please charge my credit/debit card (note: we do not accept American Express): Name as it appears on your card: _____ Statement address (including postcode): _____ _____ _____ Contact telephone number (not mobile): _____ Card Number: _____ <input style="width: 100%; height: 15px; border: 1px solid black;" type="text"/> Card expiry date: _____ / _____ Card issue date or issue number: _____	Prices (inc. VAT) valid until 31st March 2011 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Size / Process</th> <th style="width: 40%;">Cost per sheet</th> </tr> </thead> <tbody> <tr> <td>A4 photocopy</td> <td style="text-align: center;">50p</td> </tr> <tr> <td>A3 photocopy</td> <td style="text-align: center;">75p</td> </tr> <tr> <td>Microfilm print</td> <td style="text-align: center;">85p</td> </tr> <tr> <td>Scan (doc up to a2)</td> <td style="text-align: center;">£1.40</td> </tr> <tr> <td>Certification</td> <td style="text-align: center;">£10.00</td> </tr> <tr> <td>Postage & Packing</td> <td style="text-align: center;">£1.50 min.</td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table> <p>Postage and packing are charged on completion of order.</p> <p>Please note: if you choose to pay by credit card we will need to contact you, preferably by telephone or e mail, to obtain your 3 digit security number when your order has been completed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Initials</td> <td style="width: 50%;">Date</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Size / Process	Cost per sheet	A4 photocopy	50p	A3 photocopy	75p	Microfilm print	85p	Scan (doc up to a2)	£1.40	Certification	£10.00	Postage & Packing	£1.50 min.	Total		Initials	Date		
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