


This must be the personal signature of the person making the request. A stamped or typed written signature or the signature of an agent is NOT acceptable. A signed order form which has been faxed or scanned and sent electronically is acceptable.

Description of area to be photographed:

(For maps, please draw a simple sketch and/or describe the 4 corners and centre of the area to be photographed. Where appropriate, please also state whether you prefer portrait or landscape. For tithe maps please note plot numbers.)

PAYMENT OPTIONS	OFFICE USE ONLY	
<p>PLEASE TICK PAYMENT METHOD:</p> <p><input type="checkbox"/> Cash (in person only)</p> <p><input type="checkbox"/> Cheques in pounds sterling made payable to Hampshire County Council</p> <p>If you are paying by blank cheque and you are unsure of the total amount payable, you can note here:</p> <p>“Not to exceed £_____”</p> <p><input type="checkbox"/> Card (phone)</p> <p><input type="checkbox"/> Card (online)</p> <p>Payments by card: please ensure you have supplied an email address in your contact details so we can advise when your order has been completed and how to proceed with your payment. If you are unsure of the total amount payable, you can note here:</p> <p>“Not to exceed £_____”</p>	<p>Digital images/prints @ £6.00 =</p> <p>Digital images @ £3.00 =</p> <p>Digital prints @ £8.00 =</p> <p>TOTAL =</p> <p>Date order completed:</p> <p>Date payment requested:</p> <p>Date paid and sent:</p>	
	Order completed by	Receipt no/order ID:
	Invoice no.	Commercial or institutional customers only (amounts over £25.00):
	<p>Use in a publication:</p> <p>Publication form completed? (yes/no):</p> <p>Reproduction fee owing/paid =</p>	
	<p> Data Protection Act 1998 – the information you have provided will be used to process your request for copies and will not be passed to anyone else. This form will be destroyed 6 years after the current one, being kept for audit purposes in the meantime</p>	

Prices quoted are valid from 1 April 2016