

Instructions for Completing the Reproduction Order Form

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| International Postage for both on site and remote users is calculated on an individual basis |

Please print clearly and provide as much information as possible

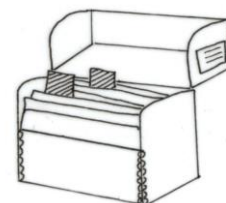
• Be sure to read, sign and date the copyright statement.

- Specify the name of the collection or oral history project, box number, and folder number in the appropriate spaces on the order form for each item you wish to have copied.
- Provide a detailed description of each document or folder title in the appropriate space on the order form.
- Please *enter the date of the document* and the *total number of pages to be photocopied* in the appropriate space on the order form.

| Item No. | Collection Name or Interviewee | Box No. | Folder No. | Description/Folder Title/Project Name | Date of Item | No. Pages to be Copied |
|----------|--------------------------------|---------|------------|--|--------------|------------------------|
| 1 | Central Files | 210 | 12 | Smith, Adam | 1969 Aug 10 | 3 |
| 2 | A.P. Watt & Sons | -- | -- | Catalogued Correspondence: Austin, Alfred, 1835-1913 | 1927 | 15 |

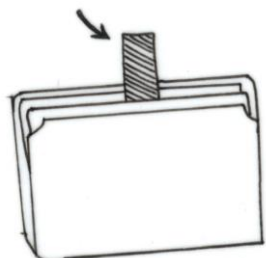
Flagging material in boxes that stand upright

Print your last name, the page number of your *order form*, and the item number found in the left-hand margin of the form on each of the green markers. The marker should be placed so that it protrudes from the top of the folder when placed in the box.

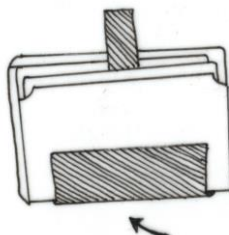


Flagging material in boxes that lay on their sides

1. Flag the material in each folder as described above.



2. Fold a green sheet of paper around the bottom of the folder(s) in which you have placed a flag.



3. Return the folder to the box so that the folded green sheet of paper is visible.

