



## ORDER FORM FOR PRINTED COPIES & DIGITAL IMAGES

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**For office use only:**  
Customer surname

Paid

Staff initials

Reference No (e.g. C TSP/3/72/28)	No. of copies required	Size (A4, A3 etc.) or Digital image	Cost
<b>Handling fee</b>			
<b>Postage &amp; Packing</b>			
<b>To be collected</b> <i>(ensure telephone number is on form)</i>			
<b>Total cost £</b>			

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Member of staff dealing with enquiry/order:	Document(s) Location:
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\*This must be the personal signature of the person making the request. A stamped or typewritten signature or the signature of an agent is NOT acceptable.

Orders will not be processed without payment which should ideally accompany your request:

- Online payment once you are in receipt of an eight digit enquiry reference number which will be given to you on receipt of your enquiry. The online payments page can be found at:  
<http://www.hullhistorycentre.org.uk/visit-us/fees-and-charges/online-payments.aspx>
- Cheque, made payable to *Hull Culture and Leisure Ltd.*
- Credit/debit card payments (Mastercard, Visa, Maestro, Switch / Visa Debit or Solo) by phoning 01482 317500, or in person at the History Centre. Overseas payment should be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.

**IMPORTANT - do not send credit card details by email**

Please return the completed form and all relevant paperwork to Hull History Centre, Worship Street, Hull, HU2 8BG email: [hullhistorycentre@hcandl.co.uk](mailto:hullhistorycentre@hcandl.co.uk)

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Information given by you will be treated in confidence and in accordance with Data Protection legislation. We will not disclose such information to any third parties.

The information will be held electronically and in paper format and may be used in the following ways:

1. To enable us to deal with your enquiry quickly and efficiently
2. Statistical analysis relating to the use of our research service. Such statistical analysis will not identify you individually
3. This information will be kept for seven years after completion of your enquiry and then confidentially destroyed