

Preservation Materials

Order form

Your details (we will only contact you to discuss your order)

Name: _____

Address: _____

Email: _____

Telephone: _____ Date: _____

Item	Size	Price per item	Qty	Cost
Acid free long life copying paper	A4 500 sheets	£16		
	A3 500 sheets	£32		
Polyester sleeves for documents & photographs price per sleeve	A6	35p		
	A5	45p		
	A4	55p		
	Foolscap	60p		
	Certificate (365x174mm)	80p		
	A3	£1.00		
Acid free archival folder	Foolscap	60p		
Unbleached Cotton Tape	10mm width	20p per metre		
Archival Box with Lid	18x15x5" / 15x8.5x10¼"	£6		

Total

Delivery (please tick)

FREE collection

Delivery by post

Please ask us for the postage charge

Postage

GRAND TOTAL



Payment method (please tick)

- Cash – please do not post cash
- Cheque – please make payable to **Derbyshire County Council**
- Credit / debit card – we will email you instructions on how to pay
- Internal recharge – cost centre: _____

Please be aware that it may take up to 28 days to process your order once payment has been received.

Staff use only

Payment received by: _____ Date: _____

Data Protection: For full details of how we will treat your information, see the Users of Outreach Services privacy notice at www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services. In summary, your information will be...

- controlled by Derbyshire County Council
- processed on the basis of contract for commercial services provided by us or you
- not shared with third parties unless with your consent, in our/your legitimate interests, or as required by the law
- not used for marketing purposes unless with your consent
- kept for six years in accordance with our retention schedule