



OUR COMMUNITY | OUR STORY

## Document Archives Record Copies Order Form

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An individual record search should be completed prior to ordering copies to ensure that we have the specific record(s). Pre-payment is required before the order will be processed.

Staff will contact you for credit card payment. *The average turnaround time for orders may be up to four weeks.*

Copies: 50 cents per page + administration fee (see below)

**Administration fee:**

- up to 25 pages: \$5
- 26 - 50 pages: \$10
- 51 - 100 pages: \$20

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\*List items to be copied. For each item please include: name of person, SDHC source database, and number of pages (this information will have been provided to you in your individual record search request).

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
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- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

\* required fields

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