

# Research Request Form

Bacchus Marsh and District Historical Society Inc.  
ABN: 17417446188 / Incorporation No: A0015500C



## Instructions

1. Please read the **Important Information** section below and familiarise yourself with the conditions and costs in using the Society's research services.
2. Complete the Form attaching copies of any additional documents that may assist us in our investigations and submit via one of the following:
  - Post**                      Research Request  
Bacchus Marsh and District Historical Society Inc.  
PO Box 223, Bacchus Marsh, VIC 3340
  - Email**                      [enquiries@bmdhs.au](mailto:enquiries@bmdhs.au)
  - In Person**              Drop into the Archive during opening hours (*Lerderderg Library, 215 Main Street Bacchus Marsh, Victoria*)
4. Make payment of AUD \$30 (Excl. GST) dollars via:
  - Cheque:** Make out to Bacchus Marsh and District Historical Society Inc.  
or
  - Direct Credit:** Bacchus Marsh & District Historical Society Inc. (*Bacchus Marsh Community Bank*)  
BSB Number / 633-000 Account Number 155090822 (*Please use your name as reference*)

## Research Request Details

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Full Name

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Postal Address

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Telephone/Mobile

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Email Address

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Details of Request

(Please add an extra page if needed)

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Are you willing for us to pass on your information to other researchers?  
(Please circle your response)

YES

NO

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Signature

Date

## Important Information

The Bacchus Marsh and District Historical Society Inc. is a not-for-profit incorporated association and staffed entirely by volunteers who provide high quality historical research services to the public and local organisations.

To cover ongoing operational costs a set of fees and charges has been established for activities such as research time, photocopying of historical documents, reproduction of photographs and postage costs.

We will endeavour to find as much information on your request as possible, but we cannot guarantee all requests will produce a favourable result.

Whether you visit in person, post, or email an enquiry, research requests will only be actioned on the submission and completion of a Research Request Form and payment of the minimum charge for one hour's work. AUD \$30 (Excl. GST) dollars is the minimum charge to engage the Society's research services for one hour and this must be paid prior to any work commencing.

You will be contacted if additional hours of work are required to complete your request. An estimate of the extra costs will be given at that time which will need to be paid before any further work continues.

### Schedule of Fees and Charges

The following schedule shows the Society's fees and charges for members of the Public.

Service	Fee (AUD)
Research Request	\$30 (Excl. GST) per hour plus copying costs
Photocopying onto A4 or A3 plain paper – B&W.	50c (Excl. GST) per copy A4 \$1 (Excl. GST) per copy A3
Photocopying onto A4 or A3 plain paper – Colour.	\$1 (Excl. GST) per copy A4 \$2 (Excl. GST) per copy A3
Photograph copied onto plain photocopy paper A4.	\$2 (Excl. GST) per copy A4 \$4 (Excl. GST) per copy A3
Digital copy of a photograph.	\$10 (Excl. GST) For resolution up to 300 dpi \$25 (Excl. GST) For resolution greater than 300 dpi (only on application)

Society members are entitled to a 20% discount on all items (excluding those listed under membership fees).

For further information or questions regarding this process please contact the Society.

### Office Use Only

Date Received / /	Payment Rec'd / /	Name of Researcher/s				
First Response / /	Extra Work? YES / NO	Payment Rec'd / /	Research Complete / /	Cover Letter / /	Response Digitised / /	Final Response / /
Researcher Notes						