



# Research Service Order Form – Individuals

**Name:**

**Address:**

**Telephone number:**

**Email:**

**Time required (see below):**

Thank you for your interest in our research service. This service carries a charge of £20.00 per hour. If you wish to use the service please print off this form and complete the relevant details. Send this form along with payment and the details of your enquiry to the address below.

Please indicate the number of hours you require us to carry out research on your behalf (minimum one hour, maximum two hours) Although every effort will be made to find the information for you, the charge will still be implemented if no information is found, as our staff will still have spent the required time searching for the information.

Cheques and postal/money orders must be in pounds sterling and should be made payable to '**City of Newcastle upon Tyne**'. Payments by credit/debit card must be made in person. Payment in advance is required.

**Please return this form with your payment and details of research required to:**

**City Library**

**Charles Avison Building**

**33 New Bridge Street West**

**Newcastle upon Tyne**

**NE1 8AX**

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