



## Research Service Application Form

### Order Form

**Name:**

**Address:**

**Telephone:**

**Email:**

### **Time required (see below)**

This service carries a charge of £30.00 per hour. If you wish to use the service please download this form and complete the relevant details. You may wish to find out more about the service by reading the details that are also provided on our website. Please use the blank sheet attached to provide details of your enquiry, providing us with as much detail as possible.

Please indicate the number of hours you will require us to carry out the 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 we are not able to do this, as our staff will still have spent the required time searching for the information.

Cheques and postal or money orders must be in pounds sterling and should be made payable to '**City of Newcastle upon Tyne**'

**By credit/or debit card-** to make a payment using this method please call 0191- 2774100

Please send your payment and enquiry to:

The Heritage research service  
Newcastle City Library  
Charles Avison Building  
33, New Bridge Street West  
Newcastle upon Tyne  
NE1 8AX

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