



# Lincolnshire Archives

## RESEARCH SERVICES ORDER FORM

*(please note this service is offered by prepayment only)*

### Please tick service/s required:

	<b>E0 - Enquiries relating to use of the Heritage Service, and signposting requests.</b> Guidance: Subject to available resources and capacity.	<b>FREE</b> <b>(up to 20 minutes)</b>
	<b>E1 - Research Enquiry (Basic)</b> Guidance: Answerable within 1 hours' research time. Includes a member of the Collections Team checking references on behalf of a user or locating items and providing reference numbers within a collection which requires catalogues, registers and indexes to be searched. Or, includes a member of the Collections Team checking ONE simple, original source (i.e. a single document or object), Please note that this service only relates to enquiries where the information required can be easily extracted. More extensive/detailed documents and original research fall within the research services available below.	<b>£17.50 per hour</b> <b>(maximum 1 hour)</b>
	<b>E2 - Research Enquiry (Detailed)</b> Guidance: Basic enquiries include a member of the Collections Team checking up to 5 original sources (i.e. documents or objects), to research, collate and supply basic information. Please note that this service only relates to enquiries where the information required can be easily extracted. More extensive/detailed documents and original research fall within the research services available below. When booking this service our team will advise on the time required to research your enquiry. Results will be presented based on the research completed within the allocated time.	<b>£35.00 per hour</b> <b>(maximum 1 hour)</b>
	<b>E3 - Research Enquiry (Complex)</b> Guidance: Detailed enquiries include a member of the Collections Team checking 5+ original sources (i.e. documents or objects), or undertaking additional or original/ compiled research on your behalf. When booking this service our team will advise on the time required to research your enquiry. Results will be presented based on the research completed within the allotted time.	<b>£43.50 per hour</b> <b>(maximum 1 hour)</b>

UK/EU – charges include postage & VAT.

Overseas – charges include postage; no VAT; **UK sterling payment only**

A fee is payable even if the search of potential sources does not produce the information requested.

A refund is payable if sources are not available through Lincolnshire Archives.

## How to order

Please complete this order form and return it to Lincolnshire Archives with your payment.

Mr/Mrs/Ms/other:  Initials:  Surname:

Address,  
including  
postcode:

Daytime  
telephone:

E-mail:

Please print email address clearly

### Payment:

Please print the email address clearly

Once the order is complete an email will be sent notifying you of the cost, followed by an online payment request.

### Describe your research requirements on the next page

Please give as much relevant information as possible and specify what you would like to discover. If insufficient details are provided, we may not be able to carry out the research. Please repeat any information you have previously given in a telephone conversation.

Remember to include where relevant, full names, places and dates

Many Lincolnshire parish registers can now be viewed online, free of charge, on our online resources website [www.lincstothepast.com](http://www.lincstothepast.com). This website also includes other useful genealogical sources such as catalogues, wills indexes, images of probate inventories, and images of Regimental Rolls for the First World War.

Please tick this box if you would like to receive information about copies of documents

Please do not send any paperwork you want to keep, such as your notes or certificates, as we cannot return them.

**Data Protection Act 1998**

- Lincolnshire County Council uses all data supplied by the customer in accordance with the terms of the Data Protection Act 1998.
- In accordance with the terms of the Data Protection Act 1998, you will not make the results of your research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller.