

# Preservation Materials

## Order form

**Your details** (we will only contact you to discuss your order)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Item	Size	Price per item	Qty	Cost
Acid free long life copying paper	A4 500 sheets	£16		
	A3 500 sheets	£32		
Polyester sleeves for documents & photographs price per sleeve	A6	35p		
	A5	45p		
	A4	55p		
	Foolscap	60p		
	Certificate (365x174mm)	80p		
	A3	£1.00		
Acid free archival folder	Foolscap	60p		
Unbleached Cotton Tape	10mm width	20p per metre		
Archival Box with Lid	18x15x5" / 15x8.5x10¼"	£6		

**Total**



**Delivery (please tick)**

FREE collection

Delivery by post

**Please ask us for the postage charge**

**Postage**

**GRAND TOTAL**

**Payment method (please tick)**

Cash – please do not post cash

Cheque – please make payable to **Derbyshire County Council**

Credit / debit card – we will email you instructions on how to pay

Internal recharge –  
cost centre: \_\_\_\_\_

**Please be aware that it may take up to 28 days to process your order once payment has been received.**

**Staff use only**Payment  
received by: \_\_\_\_\_

Date

: \_\_\_\_\_

**Data Protection:** For full details of how we will treat your information, see the Users of Outreach Services privacy notice at [www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services](http://www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services). In summary, your information will be...

- controlled by Derbyshire County Council
- processed on the basis of contract for commercial services provided by us or you
- not shared with third parties unless with your consent, in our/your legitimate interests, or as required by the law
- not used for marketing purposes unless with your consent
- kept for six years in accordance with our retention schedule