

**Derbyshire Record Office and Derby Diocesan Record Office  
Scanning and Printing service**

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**Form No.**

We can scan images (up to A3 size), and send them as e-mail attachments, write them to CD, and/or print them on photo-quality paper. Images can be printed at original size or enlarged to A3. It may be possible to scan documents larger in size than A3 in sections: please ask for advice. Orders are dealt with in the sequence they are received. Small orders will normally be processed within 7 days. For larger orders, estimates will be provided. Payment is required in advance for all orders.

- For supply of an A4 or A3 scanned colour image of a DRO document £2.15p
  
- For scanning an A4 or A3 image and e-mailing it (JPEG format) £4.00
  
- For scanning an A4 or A3 image and writing to CD £5.00 (& p&p)  
(Any subsequent images scanned and added to the same CD will be charged at the rate of £4.00 each)
  
- For scanning an A4 or A3 image and printing on photo-quality paper (up to A3 size). £5.50 (& p&p)
  
- For scanning an A4 or A3 image, writing to CD and printing on photo-quality paper. A handling charge of £7.25p is payable on orders over £10 £7.25 (& p&p)

Item reference	Description of copying order	Cost
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	Postage (2 <sup>nd</sup> class unless specified otherwise)	
<b>Payment received</b>	<b>Copies issued</b>	<b>Total cost (inc.VAT)</b>

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