

WOODEND & DISTRICT HERITAGE SOCIETY

Local & Family History Resource Centre

ABN 59 338 256 068

Research Request Form

Please print and complete this form, and send it with your **search fee** and an **A4 self-addressed envelope** to:

Woodend & District Heritage Society, PO Box 124, Woodend, VIC 3442, Australia

(Please help us help you by PRINTING clearly)

We would be grateful if you could include as much supporting information as you can. This will prevent us from simply sending you information that you already have.

Your name _____

Postal address _____

_____ Postcode _____

Phone (daytime) _____ Mobile phone _____

E-mail _____ Fax _____

Brief summary of your request *(please attach any additional documents that may help us):*

OUR PRIVACY POLICY:

- Any information the WDHS provides is given in good faith and is deemed by the WDHS to be publicly available.
- WDHS does not hold, and will not accept, private or confidential information that cannot be openly shared.
- All enquirers and researchers agree that any information they provide to the WDHS can be made available to others.

***** Please sign below to accept these terms. Without your signature, the WDHS will not proceed with your enquiry *****

Your signature _____ Date _____

SEARCH FEES

Within Australia **\$30** *(includes photocopying, postage and GST, and is valid for 12 months)*

Overseas **\$35** *(includes photocopying and return postage by airmail)*

HOW TO PAY

Either by cheque (made payable to “Woodend & District Heritage Society”) or by direct deposit into the following account: **BSB: 633 000 Account No.: 154091995**

Note: Please identify the deposit with your name, and note as “Search fee”.

OFFICE USE:

Date received: _____ Amount received: \$ _____ SAE? Y / N

Date information dispatched: _____ Research coordinator: _____