

## CLIENT INFORMATION FORM

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CLIENT NAME AND ADDRESS

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DATE:

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CLIENT NO:

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SEARCH HOURS  
AUTHORISED:

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TEL:

FAX:

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ALL RESEARCH IS CONDUCTED IN 1 HOUR BLOCKS COSTING £20 PER HOUR AND ADMINISTRATION FEES AND V.A.T ARE ADDED TO THE FINAL COST.

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DETAILS OF SEARCH TO BE CONDUCTED

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Client Signature:

Please fill in form, sign and return to:

Angus Archives, Hunter Library, Restenneth Priory, by Forfar, Angus DD9 2SZ

FOR OFFICE USE ONLY

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PAYMENT BY:                      AMOUNT PAID IN POUNDS

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INVOICE:

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CASH:

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DETAILS OF PAYMENTS

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INVOICE NO:

DATE RAISED:

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CREDIT NOTE NO:

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CASH PAID:

DATE RECEIVED:

RECEIPT NO:

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Angus Archives agrees to conduct a genealogical search for its client. Research will only be conducted after permission is given in writing to Angus Archives.

Signature:

Fiona Scharlau

Local Studies Librarian/Archivist.