Photocopy Order Form – Books and Periodicals

Name: _____________________________
Company name: ______________________
E-mail: ______________________________
Telephone: ___________________________
RIBA Membership No: (For discount)

Books:
Author, title, place of publication, date
Page Nos. ___________________________
Subject/title of article __________________

Periodicals:
Title, volume number, issue number, date
Page Nos. ___________________________
Subject/title of article __________________


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- I will not supply a further copy /copies to any other person.
- To the best of my knowledge, no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

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- retransmitting the item to anybody else, other than to enable a single paper copy to be printed out by or for the individual who originally requested it and who signed the copyright declaration
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I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy, and that I shall be liable for infringement of copyright as if I had made the copy myself.

<table>
<thead>
<tr>
<th>Current Charges - please contact the Information Centre on 020 7580 5533 or <a href="mailto:info@riba.org">info@riba.org</a></th>
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<tbody>
<tr>
<td>Use type - Do you require these photocopies for commercial or non-commercial use?</td>
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<tr>
<td>Commercial (additional fee per item, see below)</td>
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<tr>
<td>Non-commercial research</td>
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</tbody>
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Commercial use: £21.00 (£17.50 + VAT) is applicable to each item required for commercial use.

I agree to pay this fee per item /or have written permission from the copyright holder (please attach written permission with your order).

Delivery type - All orders are sent by email unless otherwise requested

- Electronic delivery - supplied as a PDF to the email supplied  
- Postal delivery - extra charges apply for printing and postage. Oversees postage is charged at £10. Please contact the Information Centre for full details.

Payment:

- Payment is by credit or debit card.
- Please complete the payment form on page 3.

Signature:  

Date:  

NB: This must be the signature of the person making the request. Typed and electronic signatures are also acceptable.
PHOTOCOPY ORDER – PAYMENT FORM

Payment is required in advance for all orders

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Payment by Credit or Debit card

Please supply the following information:

Card number: _______________________________________________
Card expiry date: __________________________________________
Card start date: __________________________________________
Issue number (SWITCH only) ______________________________

Security Code (last three digits reverse of card) ____________

Cardholder name and initials exactly as printed on the card:

____________________________________________________________________________

Address of cardholder, to which credit card bills and statements are sent:

____________________________________________________________________________

I wish to pay by credit card:

Signature of cardholder: ____________________________ Date: __________

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Please send your completed request to info@riba.org
Please check you have:

- Completed the photocopy order section (listing the items your require)
- Selected ‘Use’ type
- Selected ‘Delivery’ type
- Read and signed the copyright declaration
- Completed the payment form

NB. We will only accept photocopy order requests on this form. Amended versions of this form will not be accepted. Please contact us if you have any queries.