



**Moray Council**  
**Museums and Local Heritage Services**  
 Order for Museum Enquiries / Research

ORDER  
FORM

**Client Details – This is the address to which the completed order will be sent:**

Name.....

Address.....

.....

.....

Postcode.....

Telephone Number.....

I Agree to the terms and conditions of supply as shown in the Customer Information

Signature of Client.....

**Service Point originating the order:**

Date order received from client:

Name of Service Point (Library, Museum, e-Shop etc.)

**Staff handling the order**

Name:

Telephone Number:

E-mail address:

**Details of enquiry - one enquiry per order form please**

**Agreed time limit:**

**Agreed cost:**

**Cost of materials, photocopying and any other third-party costs**

**Please leave the boxes below blank**

**Researcher Use**

Date received:

Date Completed:

Time taken:

Researcher:

**Pricing**

Time cost:

Materials:

Post / Packing:

Total Excl VAT:

**Invoice**

Date Raised:

SI Number:

Amount:

Operator: