

## **Order Form for Digital Copying Service**

Please put down the Reference Number (e.g. 01-01-001 for photograph / PO000001 for poster) of the requested items into the boxes below (For details of charges, please refer to the price list):

Hard copy in A4 size	Hard copy in A3 size	Soft copy in JPEG format		
			No. of DVD used:	
(Address: 1/F, t  Receiving the di  (If the file size delivered via mu  Receiving the D	DVD at the Reference Services Counter Hong Kong Public Records Buigital image(s) via email of the digital copies ordered excellibrate emails.)  DVD by post	nilding, 13 Tsui Ping Road, Kwun	nit, the reproduction order will be	
	lered:			
Name of Applicant:				
Organisation:		Fax	i No.:	
Address:				
Email Address:				
Date:		Sig	Signature:	
of the Conditions of Service request.  2. Most of the items kept in the item requested and inform your separately stating your interest of the items are separately stating your interest. In order to preserve the interest consent of PRO is not allowed. The Archivist reserves the rigudges the intended use of sufficients provided by this office.	e Public Records Office (PRO) are ou of the outcome. We could only a for purposes other than private standed purpose so that we may could,000 per item per use) will be imparity of the digital image, any maded.  In the integral of the integral of the province of the prov	e copyrighted. Our staff will chec provide copy of items where cop udy and reference (i.e. for publica nsider your request. cosed if an item is for commercial anipulation or adaptation of the d lying copies of items kept in the erests of the Government. visions of the Copyright Ordinanc nce is available at the reference se	obtained from our counter staff on k the copyright ownership of each yright belongs to the Government. ation purpose), you should write to use. ligital image provided without the PRO in all instances where he/she te (Cap.528) for the use of copy of rvices counter of the PRO for your	
For Official Use Only				
Charge: HK\$		Total: HK\$	<del></del>	
		Receipt No.:		
Postage: HK\$		Date:		

\* Personal data given by the applicant shall be used for processing the application only. Request for access to and/or correction of personal data should be made to the Public Records Office at 2195-7700.