

# IALS Library Document Delivery Service

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## General Order Form

Separate specific Copyright Declaration order forms are available and must be used to order items for:

- the purposes of parliamentary or judicial proceedings, or
- research for a non-commercial purpose or private study

**This General Order Form should not be used to order items that fall in to either of the categories above.**

**This form may be returned by fax or as an email attachment.**

The requested item(s) will be produced and supplied by the Institute of Advanced Legal Studies in accordance with our standard Conditions of Service, see <http://ials.sas.ac.uk/library/iservice/conditions.htm>

(name of subscribing organisation, in **CAPITALS**)

(membership no)

	<b>Q</b>
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1. I hereby request you to supply me with a copy of the following item(s): (if necessary, continue on a separate sheet)

	Details	Service Type
1.		<input type="checkbox"/> Standard (order before 12, dispatched same day)  <input type="checkbox"/> Express (dispatched in under 60 minutes)
2.		<input type="checkbox"/> Standard (order before 12, dispatched same day)  <input type="checkbox"/> Express (dispatched in under 60 minutes)

The cost of your order is based on the service type you select and can be calculated very easily using our all-inclusive flat fee pricing structure, see <http://ials.sas.ac.uk/library/iservice/transactions.htm>.

Please tick here  if you would like IALS to provide a cost estimate before processing this order.

### Items will be dispatched by email unless specified otherwise below:

- |                                    |   |
|------------------------------------|---|
| - Fax <input type="checkbox"/>     | - Post (First Class / Airmail) <input type="checkbox"/> |
| - Courier <input type="checkbox"/> | - Collect <input type="checkbox"/>                      |

Email (in <b>CAPS</b> )	
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Full Name (in **CAPITALS**) .....

Position ..... Matter/Client Ref .....

Tel ..... Fax .....

Business Address .....

.....

Signature ..... Date .....