

# IALS Library Document Delivery Service

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## Order Form / Copyright Declaration for the purposes of parliamentary or judicial proceedings

This form must be signed and may be returned by fax or as an email attachment.

Please note: electronic signatures are not acceptable.

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>. Unless a Declaration has already been obtained and supplied to IALS, the following Declaration, must be obtained by the Librarian of the user library and returned, **signed**, to IALS **before** IALS supplies the requested item(s).

(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
		<input type="checkbox"/> Standard (order before 12, dispatched same day)  <input type="checkbox"/> Express (dispatched in under 60 minutes)
		<input type="checkbox"/> Standard (order before 12, dispatched same day)  <input type="checkbox"/> Express (dispatched in under 60 minutes)

which I require for the purposes of **parliamentary or judicial proceedings**.

2. I will not use the copied item(s) except for the purposes of **parliamentary or judicial proceedings**.

3. I will not supply a copy of any item to any other person except for the purposes of **parliamentary or judicial proceedings**.

4. I understand that if this declaration is false in any material particular the item(s) supplied to me through you by the IALS will be an infringing copy(ies) and that I shall be liable for infringement of copyright as if I had made it(them) myself.

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 .....