

TRIM Reference: _____



HERITAGE SERVICES – ENQUIRY FORM

Date of Enquiry: _____

Enquirer's Name: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

RETRIEVAL REQUEST

TITLE/AUTHOR	ITEM ID/CALL NUMER

ENQUIRY DETAILS *Please include as much information as possible*

Details: e.g. Date Range/Names/Locations

Other sources already checked:

PLEASE BE AWARE THAT WE ARE ABLE TO SPEND A MAXIMUM OF TWO HOURS ON EACH EQUIRY

