



USER GUIDE 5

FEES AND CHARGES

FEES AND CHARGES 2012/2013

All fees and charges are inclusive of 20% VAT, and subject to the discretion of the Head of West Yorkshire Archive Service.

WEST RIDING REGISTRY OF DEEDS

£

Deed Search (a search fee is charged if no registration details are given)	52.00
Deed Office Copy (any plans registered will be supplied in black and white)	40.00
Deed Certified Copy (any plans registered will be supplied in colour. The copy will be certified as an accurate copy)	59.00

PAPER COPIES

A4 Black and white paper copy	0.60
A3 Black and white paper copy	0.90
A4 Colour paper copy	1.30
A3 Colour paper copy	1.70
Bulk order charge for all orders of over 30 paper copies	20.00 per order
Bulk order charge for all orders of over 60 paper copies	35.00 per order
35.00 per order	
Certification of copies	10.00 per item

Remote orders

Set up/handling fee (postage included) for paper copies is payable for copies ordered remotely	4.50 per order
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Postage of paper copies - Overseas see Postage Chart

Paper copies produced by digital camera

Set up/handling fee (postage included) for all paper copies from oversize or fragile originals produced by digital camera	5.00 per order
A4 Print from PC – (eg Ancestry website)	0.20 per print

DIGITAL COPIES

Colour images supplied at 200dpi PDF file	2.00 per image
Higher resolution images for publication can be supplied upon request	
Set up/handling fee is charged for all copies supplied in digital format	5.00 per order
Bulk order charge for all orders of over 30 digital copies	20.00 per order
Bulk order charge for all orders of over 60 digital copies	35.00 per order

WILLS

Probate documents (wills, letters of administration etc.) Pre 1858 held at WYAS Leeds- photocopies	6.00 per document
Probate documents (wills, letters of administration etc) 1858-1941 held at WYAS Wakefield- paper copies produced by photography	7.00 per document

RESEARCH SERVICE

Research (half hour search including up to 2 free photocopies)	12.00
Research (per hour, including up to 4 free photocopies per report)	24.00
Research Gift Voucher (per hour, including up to 4 free photocopies per report)	24.00
Transcription/translation	38.00 per hour
Data Subject Access Request	10.00 per request

Deed Research Service for family/local history purposes

Research (initial half hour search)	12.00
Research (per hour- following initial search)	24.00
Deed Research copy (plans not included)	8.00
Deed Office copy in black and white (plans included)	40.00

EXTERNAL CUSTOMERS CONSERVATION

New Contracts	41.00 per hour plus materials
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EXTERNAL CUSTOMERS MICROFILMING

Original filming:	
16mm exposures	0.64
35mm exposures	0.82

Original filming 35mm plus conversion to digital images per exposure 1.06
 plus cost of cd Quote available upon request. Please call 01924 305982
 Plus a variable handling charge dependent upon the physical format
 and condition of documents to be filmed.

Sale of copies of roll film:

16mm diazo negative 44.00
 16mm silver positive 62.00
 35mm silver positive 102.00

Sale of microfiche copies:

A6 diazo microfiche – per fiche (full rate) 1.50
 Bulk order of more than 50 fiche on one order 1.00

Postage of microfiche see Postage Chart

Sale of digital images from microfiche

Per fiche (full rate) Minimum order of 15 fiche converted 4.30
 Bulk order of more than 50 fiche converted to digital images
 on one order 4.00

Postage of cd see Postage Chart

REPRODUCTION AND FACILITY FEES:

Personal photography fee – use of cameras or camcorders by 10.00 per day or
 private individuals in searchrooms session
 (depositors photographing their own archives are not charged).

Annual permit 50.00

Reproduction fee – Not for profit publication 5.00 per image

Reproduction fee - Commercial publication 40.00 per image

Commercial filming at offices during office hours 50.00 per hour
 or part hour

Commercial filming at offices outside normal office hours 80.00 per hour
 or part hour

Archive staff to accompany documents off site 40.00 per hour
 or part hour plus
 travel expenses

TITHE MAP PRINTS

A1 print, matt or gloss finish 46.00

A2 print, matt or gloss finish 29.00

A3 print, matt or gloss finish 11.50

costs inclusive of postage and packing

TALKS AND VISITS

Talks outside West Yorkshire Archive Service

Introductory talk	25.00
Specialist talk	36.00
Specially designed talk	50.00 to 100.00
Educational and other group visits to Archive Service offices (visits by voluntary groups may be exempt)	
Introductory visit	20.00
Standard visit	42.00
Specialised visit	50.00 to 100.00

HIRE OF EQUIPMENT

** plus delivery charge if applicable

Loan of exhibition boards ** please contact Education & Outreach at West Yorkshire Joint Services	2.50 per board
Loan of exhibition cases (depositors wishing to display their own items are not charged)** please contact WYAS:Wakefield email: wakefield@wyjs.org.uk	5.00 per case
Hire Charge for Loan of Project Equipment please contact Education & Outreach at West Yorkshire Joint Services	5.00 per item
Deposit for Loan of Project Equipment – Cameras, Printer, Scanner	25.00 (returnable)
Deposit for Loan of Project Equipment – Video Camera, Recording Equipment, Projector	75.00 (returnable)
Headphones	free of charge
Deposit for Loan of Project Equipment Laptop	100.00 (returnable)

OTHER SERVICES

Consultancy	472.00 per day (229 min. charge)
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