

TRIM Reference: \_\_\_\_\_



## HERITAGE SERVICES – ENQUIRY FORM

**Date of Enquiry:** \_\_\_\_\_ **Staff Initial:** \_\_\_\_\_

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

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**Other sources already checked:**

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PLEASE BE AWARE THAT OFFICERS MAY ALLOCATE A MAXIMUM OF TWO HOURS TO EACH ENQUIRY

