

Request to Quote Form

A. REQUESTOR DETAILS

Name	
Address	
Telephone	
Email	
Name of project/publication/activity	
Date of project/publication/activity	

B. HOW REQUESTED RECORD(S) WILL BE USED

Describe the purpose and/or nature of your intended use of the speech(es)/press release(s):

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C. DETAILS OF REQUESTED RECORD(S)

Please fill out the table below and attach any supporting documents on the context in which the quote(s) will be used.

Document number	Title	Text of requested quotation

D. TERMS AND CONDITIONS OF AGREEMENT TO QUOTE MATERIAL HELD BY THE NATIONAL ARCHIVES OF SINGAPORE

1. You (i.e. the requestor) shall only use the quotations for the purpose as declared above. The quotations should be used in a respectful manner and should not be used for any form of misrepresentation.
2. You shall reproduce all statements of acknowledgement as may be required by National Archives of Singapore (NAS) in conjunction with your use of the quotations.
3. Pornographic, defamatory or any unlawful use of the quotations is strictly prohibited.
4. You agree to fully indemnify and keep NAS indemnified and harmless from and against any and all actions, claims, costs (including legal costs), losses, charges, expenses and damages which NAS may suffer or incur as a result of or in connection with any breach of the terms and conditions and/or your unauthorized use of the quotations.
5. You acknowledge that NAS shall not be responsible for any liability, damage, loss or expenses that you may incur as a result of your use of the quotations.
6. You shall provide NAS with two complimentary copies of the publication or product in which the reproduced quotations are used or appear, within 2 weeks of the launch of the publication or product. You agree that the copies may be made available for public reference at NAS.
7. You shall ensure that your contractors, sub-contractors, staff or agents comply with the terms and conditions.
8. You will ensure that copyright is not infringed.

If you are requesting for the quotations to produce something for a client (i.e. the end user) e.g. a project or event, you declare that you have the expressed agreement of that client to accept on his/her behalf, the terms and conditions stated above. You and the end user hereby agree to comply with the terms and conditions. You will submit proof of appointment by the end user to NAS if required by NAS. If you are acting on behalf of your employer, you represent to NAS that you are authorized to accept the terms and conditions on behalf of your employer.

I have read and agree to the Terms and Conditions stated above and I wish to use the quotations stated in section C for the purpose as declared in section B above.

Signature	
Name	
Designation	
Employer	
Request on behalf of (entity using the quotations)	
Date	