

Hot off the press: Object receipt form

An easy-to-use receipt booklet for when an object or group of objects is offered to your organisation.

The Object receipt form is a booklet of 25 receipts and will assist your organisation to record all relevant details including full donor details, history of the items, location, returned items etc. It provides three carbon copies, one for the donor, one for the museum's records and one to remain with the object until it is fully catalogued. The form also has space for you to add your organisation's name or stamp.

See a sample of the form <http://tinyurl.com/y9urb3q>

The first copy is complimentary and any subsequent copies will be available to purchase below cost price at \$14.95 each.

Want to order one?

To order a booklet simply email natserv@tepapa.govt.nz with your name, organisation and postal address details.

Want to know more?

Website <http://www.nationalservices.tepapa.govt.nz>

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