

Research Enquiry Form

Please complete this form for any research request to the Subiaco Museum. Given the number of requests the museum receives and the limited opening hours of the museum, please understand that while your request is very important to us, immediate answers are not always possible. The museum will respond to your request confirming we have received it and an expected timeline. In most cases, your request will be answered within one (1) to four (4) weeks, depending on the extent of the research needed.

SECTION 1 - REQUEST DETAILS

Date of Request

Name

Address

Suburb

Postcode

Phone (M)

Email

Research Question

(topic, information required, items requested)

Key Details

(names of people, addresses, date range, event)

Intended use of research

Do you intend to publish you research or sell your work?



SECTION 2 – BUSINESS DETAILS (If applicable)

Business Name	
ABN (or ACN)	
Website (Optional)	

SECTION 3 – DECLARATION

I, _____

declare that I have read the research guidelines and Fees and Charges document and have paid any required fees upfront.

Signature	
Full Name	
Date	

SECTION 4 – MUSEUM STAFF TO COMPLETE

Fee Paid (Y/N)		Date	
Amount		Receipt No#	
Additional Costs		Paid (Yes/No)	
Addition Cost Amount		Receipt No#	
Research Completed			
Date			
Client Contacted		Date	
CM9 Record No.			

