



Unlocking the history of Berkhamsted School

Artefact Donation Form

Donor's Name

Address

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Email

Telephone Mobile

Description of Artefact/Document

Please describe any obvious damage and any related information eg. when, where or how was it found or used; names, dates and details of the people who made or previously owned it, etc. Continue on a separate sheet if necessary.

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Total number of items:

Reason for entry (tick as applicable and sign)

- Gift - I offer to give the artefact(s) listed above to Berkhamsted School Archive.
- Sale - I offer to sell the artefact(s) listed above to Berkhamsted School Archive (price sought £).
- Loan - I offer to loan the artefact(s) listed above for the use of Berkhamsted School Archive for months.

I confirm that the information given on this form is correct to the best of my knowledge and belief and that I accept the terms and conditions described on page 2 of the Artefact Donation Form.

Signed: Date:

Berkhamsted School Archive signatory

Receipt of the artefact(s) described above is hereby acknowledged.

Signed: Date:

on behalf of the Berkhamsted School Archive

Return of Artefact/Document to owner (tick as applicable and sign)

I, the depositor/owner, acknowledge the return of the artefact(s) described above in a satisfactory condition following:

- Identification the end of the period of loan
- Berkhamsted School Archive declining to accept the donation, loan or purchase of the artefact(s).

Signed: Countersigned for BS Archive: Date: