



**1981 CENSUS and 1991 CENSUS REQUEST FORM FOR COMMISSIONED TABULATIONS**

[Please enter your details below]

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From: Name \_\_\_\_\_  
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Description of Table(s)			
In terms of end data		In terms of data variables if known	
Area levels			
Output Media (e.g. Paper - small quantities only, diskette, CD-Rom, email attachment)		Output Format (e.g. csv, wks, xls, SuperTable, SuperCube)	

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DELIVERY METHOD (tick): FAX \_\_\_\_\_ EMAIL \_\_\_\_\_ COURIER \_\_\_\_\_ POST \_\_\_\_\_

On receipt of your request, ONS will contact you to confirm your requirements, provide a cost estimate and estimated delivery date. An order form will be sent to you to sign, to confirm the request and accept the conditions of supply as stated below.

*Note: Estimates for cost and delivery depend on confirmation within 30 days. Cancellation will be assumed in the absence of a returned form.*

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COMMISSIONED TABULATIONS ARE SUPPLIED SUBJECT TO THE FOLLOWING CONDITIONS:

1. The information in the Commissioned Tabulations remains Crown copyright.
2. The purchaser shall not use the tabulation to attempt to obtain or derive information relating specifically to a named individual or household, nor claim to have obtained or derived such information.
3. Purchasers of Commissioned Tabulations may publish the material without limitation except that the Census Offices reserve the right to see and approve the use of material before publication.
4. Publication includes the transfer of statistics in any media to any third party.
5. Purchasers retain exclusive rights to the contents of a Commissioned Tabulation for the first 6 months. During this period, the Census Offices will refer back to the purchasing body if there is a second customer for an identical tabulation. After 6 months the tabulation may be published or made generally available if the Census Offices regard the statistics to be of general interest.
6. The cost of a Commissioned Tabulation is the actual cost of the project to the Census Offices, including the cost of planning and appropriate charges for overhead expenses. An estimate of the cost of the project will be supplied but excludes cost of media and VAT. Although every effort will be made to keep costs within the estimate the Census Offices reserve the right to vary the charge up or down in the light of the actual costs. Whenever possible prior notice will be given to the customer.
7. Delivery dates are given for guidance only. The Census Offices will not be bound by these dates, neither will the dates form any part of the contracts.
8. All orders on magnetic media will be supplied on new supply media.
9. The Census Offices will replace, free of charge, any medium on which the tabulations are supplied which are not in accordance with the specifications given by the Census Offices, provided that the Census Offices are informed *within the three month period following receipt of the tabulations*. The Census Offices will not accept responsibility for any loss or expense incurred consequent on the supply of faulty material or on inaccuracies in the tabulations or on the physical condition of any medium on which the tabulations are supplied.
10. Cancellation of the order at any time will render the customer liable for costs incurring to the time of cancellation.