

**Notification of Fieldwork**

West Berkshire Museum

The Wharf, Newbury, RG14 5AS

Tel 01635 30511

museum@westberks.gov.uk

[www.westberkshireheritage.org/west-berkshire-museum](http://www.westberkshireheritage.org/west-berkshire-museum)

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| **Depositor Name:** | **Site Name:** |
| **Address:** | **Site Address:**  |
| **Site Manager/Main Contact:** | **Parish:** |
| **Tel:** | **Site Code:** |
| **Email:** | **Grid Reference:** |
| **Planning Reference Number:** | **OASIS Record ID:** |

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| --- | --- |
| **Start Date:** | **Expected Deposition Date:** |

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| **Type of Fieldwork:** (please delete) | Evaluation / trenching / watching brief / field walking / excavation / survey / building recording |
| **Type of site expected:** (please delete) | Prehistoric / Roman / Medieval / Post-Medieval / Modern  |
| **Quantity of boxes expected:** (please delete)**Paper Archive:** 1 / 2-5 / >5**Finds Archive:** <5 / 5-20 / >20 | **Waterlogged material anticipated?** Y/N**Conservation problems anticipated?** Y/N |

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| **NOTIFICATION ACKNOWLEDGMENT****TO BE COMPLETED BY MUSEUM ON NOTIFICATION** |
| Contract forwarded? Y/N | Signed Contract Returned: Y/N |
| Museum Accession Number: NEBYM: |
| Charge: |
| Invoice Number:  | Date |
| Payment must be confirmed through our Accounts Department before processing of Deposit |

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| **ARCHIVE INFORMATION****TO BE COMPLETED BY WEST BERKSHIRE HERITAGE & DEPOSITOR PRIOR TO DEPOSIT** |
| **Number of Paper Archive Boxes:** | **Itemised Box List?** Y/N |
| **Number of Finds Boxes:** | **ToT for Paper Archive?** Y/N |
| **Number of Stewart Boxes:** | **ToT for Finds Archive/Landowner Consent Letter?** Y/N/NA |
| **Number of Plan Rolls:** | **Digital Archive Included?** Y/N |
| **Number of Unboxed Finds:** | **Security Copy Included?** Y/N |
| **Signed for Depositor:**  | **Date:** |

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| **DEPOSIT DETAILS****TO BE COMPLETED BY WEST BERKSHIRE HERITAGE** |
| Archive Received in Satisfactory State: Y/N |
| Archaeology Notified: Y/N |
| Signed for Museum:  | Date: |
| Archaeology Event Record Number: EWB |
| Signed for Archaeology:  | Date: |