

Guide to Applying for an Academic Discount.

If you require OSi data and want to apply for *Academic Discount* on the purchase of the data, please read the following guidelines.

1. Download the form “Academic Licence Initial Inquiry Form” from our website or contact digitals@osi.ie for a copy to be emailed to you.
2. Visit our website <http://shop.osi.ie/shop/> and work out the co-ordinates of your site. This site is free to view, just select the Buy Now link.
3. Complete pages 1 & 2 and return them to:
Digital Sales
Ordnance Survey Ireland
Phoenix Park
Dublin 8
or e-mail digitals@osi.ie .
4. You will receive a quote for the data within approx 3 to 4 days.
5. Confirm the order and send a cover letter on college headed paper from the head of the relevant department confirming the proposed use of the data.
6. If the college is paying, send an official Purchase Order Form.
If you are paying yourself you must arrange payment in advance by credit card or cheque.
7. Data will be issued on CD or via email if possible.
8. More detailed procedures, terms & conditions are on the official form “Academic Licence – terms” available from the website. This should be read, understood and accepted by you