

# RESEARCH REQUEST FORM



### Personal Information (please print or type)

Name	
Billing address	
Shipping address	
City	
State	
Zip Code	
Telephone	
E-Mail	

### Payment Methods

**Check** (made payable to Reno County Museum)  
**Money order**  
**Cash**

### Credit card (Visa, Discover, MasterCard)

Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 3 Digit Security Code (on back): \_\_\_\_\_

**Mail this form along with payment to:**  
**Reno County Museum**  
**PO Box 664, Hutchinson, KS 67504**

### Request Information

Please type or print your request or question in the following box. Provide us with as much information as possible about your request. For example if you have any dates, names, addresses or other information that relate to your request, please add that information here.

## BASIC RESEARCH REQUEST POLICIES and FEES

**All fees for research must be paid in advance.**

**Payment for copies & scans is required at the time of the request.**

**All fees are subject to the current tax rate in addition to the base rate listed below.**

- \$10.00 - for the first hour of research, with a minimum of \$10.00 charge  
 This fee will be pro-rated after the first hour. Please let us know how much time you are authorizing. You will be charged only for the time used.
- \$20.00 - rush research orders (2-5 days, dependent on staff availability at time of request)
- \$ 2.00 - per scan (basic 300 dpi, in .jpg format, unless otherwise requested)
- \$ 3.00 - per burned CD
- \$ .25 - per 8.5" x 11" B/W paper copy
- \$ .50 - color or larger size copy
- \$ 2.00 - shipping and handling costs (for CD & correspondence – may vary with each request)

**Please note:** We will make every effort to find information that satisfies your request. However, as is the case with history, in many cases we may be unable to find the exact information or any of the information you are requesting. In the event that occurs, unfortunately we are unable to refund your payment. You should receive a response within one week with either your requested information or an estimated date for the completion of your request.

**Copyright Information:** Determining copyright ownership and restriction is your responsibility. See the "Research at the Reno County Museum" link or sheets for more detailed information.

**Please call or contact the Curator at least a week in advance to set up an appointment to see archival materials or artifacts.** For more information, including a list of our commonly researched resources, quantity discounts, professional rates and other research topics, see the "Research at the Reno County Museum" link or sheets. For all other questions or to make an appointment, please call **620-662-1184**.

Please sign (or type) and date below to indicate you understand our policies and are authorizing us to begin research.

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Signature

Date