Date:		
Order No.:		
Page: of	_Staff:	
(Staff Use Only)		

## Photocopy Order Form

Receipt #:\_\_\_\_\_ Date: \_\_\_\_\_\_By: \_\_\_\_ P.O. #:\_\_\_\_\_ Invoice#<u>:</u>\_\_\_\_\_

Arkansas State Archives

1 Capitol Mall, Little Rock, AR 72201 501.682.6900

archives.arkansas.gov

The cost of all photocopy orders is .25 cents per page plus a \$5.00 processing fee.

If orders require additional research than a research fee may apply, a staff member will contact you before the research is conducted.

Please contact the Arkansas State Archives by phone or email, <u>state.archives@arkansas.gov</u>, to get an accurate page count.

Also, please look at the back of this form for information on the types of records available for photocopy and the information needed for the order.

The quality of photocopies made from microfilmed material will vary due to the quality of the film. With this in mind the Arkansas State Archives will produce the best copy available.

Type of	ltem #	Title/Name	Description/Unit	Date	Additional information	Page #	Total Cost
Type of Record						Page # (Staff Use)	(Staff Use)

The order will not be delivered until full payment is made. Make checks or money orders payable to the Arkansas State Archives.

Name:	Total services charge from above:	
Company/Agency:	Processing fee:	\$5.00
Address	Research fee: (Staff Use)	
Address:	Delivery Method: USPS or Pick Up:	
City/State/Zip:	Delivery Method: FedEx (account #):	
Phone:	Delivery Method: UPS (account #):	
Email:	Total Charges:	

We reserve the right to deny reproduction of any material for reasons of preservation, unusual format demands, or copyright restrictions. Costs include the departmental costs for reproduction, taxes, and any postage/handling fees incurred. Orders are usually completed in two (2) to four (4) weeks depending on scheduling availability. Due to equipment limitations some material may not be scanned or produced in-house, and the cost and production time for these items will be addressed on a case-by-case basis. Materials are for reference use only, unless a Publication Permission Form is completed and submitted to the Arkansas State Archives.

I agree to secure all permissions and licenses from the holders of the copyright(s), if any. I assume all responsibility for any infringement of copyright or any other intellectual property rights associated with the use of these materials.

I have read and understand the above policies and agree to pay for the reproduction items listed above as described:

(Signature)

Type of Record	Information Needed to Process Order
County Records (Marriage, Probate, Will, Deed, etc)	County, Type of Record, Name, If available: County Book and Page # in additional information
Newspaper Article	Title of Newspaper, Place of Publication, estimated date article ran ( <b>the date of death for obituaries</b> ), If available: page and column of article in additional information
Manuscript materialThe ASA will not photocopy	entire books, collections or rolls of microfilm. The ASA will copy up to 10% of these items.
Books	Title, Page #
General Microfilm	Item #, Title, additional description for the section of microfilm needed
Manuscript Collections	Manuscript #, Title, Box/Item/Folder # in additional information If Box/Item/Folder # is not available please include an additional description for the section that is needed.
Printed Ephemera	Item # and Title
Photographs	Item # and Title
Small Manuscript Collection	Item # and Title
Vertical Files	Item # and Title
Military Records	
1911 Confederate Veterans Reunion Questionnaire	Veteran's Name and Complete Unit Name
1911 Confederate Veterans Reunion Registration Form	Veteran's Name and Complete Unit Name
Confederate Home Record	Veteran's Name, County Applied From
Confederate Pension Record for Arkansas	Veteran or Widow's Name, Unit Name, County of Residence
Confederate Service Record for Arkansas and Missouri	Serviceman's Name and Complete Unit Name
Mexican War Service Records for Arkansas	Serviceman's Name and Complete Unit Name
World War I Discharge Record	Serviceperson's Name and County
World War I Draft Registration Card	Serviceperson's Name and County