

DES MOINES COUNTY HISTORICAL SOCIETY RESEARCH REQUEST

Patron Information*

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email _____

Society Member? _____ Yes _____ No

I would like my response: _____ Emailed _____ Mailed _____ I will pick it up

Please check here if we have done research for you in the last 3 months _____

* We will not respond without this information. It is needed for response & reporting purposes only.

Research Information

❖ Fee Schedule

Membership Level	Time Frame and Cost	Time Frame and Cost
Society Members	1-30 minutes are free	31+ minutes are \$5.00 per 15 min.
Non-Members	\$5.00 per 15 minutes	
Rush Orders	\$15.00 per 15 minutes	

- Research fees outlined above are for staff time and do not guarantee that relevant information will be found. You will be contacted concerning additional fees
- Members receive 30 minutes free per year
- Rush orders will be accepted at the discretion of the staff. Membership does not affect rush order prices.

❖ Response Time Frame—from the date the request is received

- Most inquiries will be answered within 10-15 business days.
- Rush orders will be completed within 5-7 business days.

❖ Other information

- Photocopies (print or digital) are not included in the research cost. There is an additional charge for making copies.

Time Frame Quote and Cost

❖ To complete the research requested on page 2, the DMCHS estimates:

Time frame _____ Cost \$ _____

I have read the information above and agree to the listed charges.

Patron Signature _____ Date _____

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Research Topic

- ❖ Approximate year or time period _____
- ❖ City or locality to search _____
- ❖ What specific information are you looking for _____

For Staff Use Only

Date Received _____ Researcher _____

Research Start Time _____ Stop Time _____

Source Searched

Information Found

Date patron was notified to pick up materials _____

Date information emailed or mailed to patron _____

Amount Paid \$ _____ Ck _____ Cash _____ CC _____

Received by _____ Date _____

DES MOINES COUNTY HISTORICAL SOCIETY RESEARCH REQUEST

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