

Manitowoc County Historical Society Archives Research Request

Date _____

MCHS ARCHIVES RESEARCH FEES

Research services are free for MCHS Members, students, media, and non-profits. Additional copy fees may apply.
1 hour minimum required for charged research fees*

- Research at MCHS Archives: \$15 per hour. With your research request you are able to let our researchers know what amount/time limitation you would like to set for research services.
- Research Off-Site: (local courthouses and libraries): \$25 per hour for research time (includes travel).
- Copy Costs at MCHS Archives: \$1 per page (black & white) or \$1.50 per page (color) in documents. Image reproduction fees also may apply.
- Copy Costs Off-Site: (local courthouses and libraries): billed at actual copy cost.

Please fill out this form in its entirety, providing the Manitowoc County Historical Society with as much information as possible to assist in your research request.

YOUR INFORMATION

Name _____ Business or Organization _____

Street Address _____ City, State & ZIP _____

E-mail Address _____

Phone _____

Are you a Manitowoc County Historical Society member, student, media, or non-profit? *

Members, students, media, and non-profits receive free research services. No initial \$15/hr research fee required.

- I am a (circle one) MCHS Member student media non-profit
- No, I understand I will need to pay a fee for my research services.

After research is conducted, I would like to learn the findings by:

- Making an in-person appointment to view the materials
- Have the information emailed to me
- Have the information mailed to me (additional charge of \$5.00)

Your Research Preferences (select one):

- Proceed with 1 hour of research at \$15 - if more research can be completed, please move forward and I agree to pay the amount due, up to \$____ / ____ hours of research
- Proceed with 1-2 hours (up to \$30 research & copy costs)
- Proceed w/2-3 hours (up to \$45 research & copy costs)
- Proceed w/3-4 hours (up to \$60 research & copy costs)

Would you like off-site research to be conducted? (Courthouse/Library)

Fee is \$25 per hour for research time, plus vendor cost of copies. Please describe your off-site research goals.

Please be as specific as possible in describing your request on the reverse side >>>

