



## OTM Research Request/Agreement/Invoice

I, \_\_\_\_\_ request the following documents and/or photographs from the OTM/WHS Archives:

- Black-and-white copies of documents or photographs (\$.50/page)
- Electronic copies of photographs (\$10/photo, sent as a high resolution files to your e-mail. These may be sent to and printed by a photographic reproduction company.)

**Detailed Description of Requested Materials # \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Total**

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### Researcher Contact Information

Researcher: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail (*must provide for image requests*) \_\_\_\_\_

I understand that even though OTM has done due diligence in determining ownership, this material may be protected by copyright law (Title 17 U.S. Code). Images may be reproduced for personal use only, with no reproduction rights unless otherwise granted (additional permissions and fees apply). Postage/shipping charges will be added if copied documents are mailed to me.

\_\_\_\_\_  
Researcher Signature

\_\_\_\_\_  
Date

*With staff hours equivalent to less than one full-time employee, requests will be filled as soon as possible. Thank you for your understanding.*