



# Document Duplication Order Form and Letter of Agreement

Reference No.:
Date Received:
Staff Initials:

Benson Ford Research Center  
 The Henry Ford  
 20900 Oakwood Boulevard  
 P.O. Box 1970  
 Dearborn, MI 48124-1970

research.center@thehenryford.org  
 P: 313.982.6020  
 F: 313.982.6244

The Henry Ford  
 Federal ID# 381359513-N

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

No.	Item Description (or Object ID)	Accession Number/ Book, Periodical or Trade Catalog Title	Box Number	Folder Title	Number of Black & White Copies	Number of Color Photocopies	Number of PDF Scans	Fees
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**More than 10 folders, continue on next page.**

**Service Charge: \$0.25 per page**  
 Additional fees:  
 • Photocopies: \$5 per 200 pages shipping  
 • PDF Scans: \$5 per 50 pages processing  
 No sales tax charged on PDF scans.

**Turnaround**  
 Normal turnaround is four weeks.

**Delivery**  
 PDF scans via email  
 Photocopies via First-Class Mail

**Scanning Limits**  
 Scans are limited to 250 pages per researcher per calendar year quarter.

We are unable to duplicate large portions of our collections. Remote research is available to help make selections in your order.

We are unable to duplicate materials considered too brittle, fragile or tightly bound for safe duplication.

**Subtotal** \_\_\_\_\_

10% Member Discount \_\_\_\_\_

Rush Fee \_\_\_\_\_

Service Charge \_\_\_\_\_

6% MI Sales Tax \_\_\_\_\_

**Total** \_\_\_\_\_

Method of Payment
<input type="checkbox"/> <b>Check or Money Order Payable to "The Henry Ford"</b> must be payable in U.S. dollars drawn on a U.S. bank.
<input type="checkbox"/> <b>Credit Card</b> (MasterCard, Visa, Discover or American Express)
Name on Card: _____
Billing Address: _____
Credit Card #: _____
Expiration Date: _____



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**Subtotal** \_\_\_\_\_



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- The Benson Ford Research Center (BFRC) reserves the right to refuse to duplicate materials considered too brittle, fragile or tightly bound for safe duplication.
- We are unable to duplicate large portions of our collections. Remote research is available to help make selections in your order.
- If an order is 10 pages or less and if time permits, staff will complete the order before the researcher leaves the BFRC. All same-day duplication orders must be submitted before 4:30 p.m.

The copyright status of photographs and printed material is often difficult to determine because it is affected by such things as the employment status of the creator, the date material was created, the date material was first published, what information accompanied the first publication, and whether the copyright holder exercised his/her/its rights to extension. The Henry Ford has not determined copyright status for many of the photographs and published materials in our collection. Therefore, the Henry Ford is acting only as an owner of the physical original.

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**This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve or directly lead to violation of the copyright law.**

I/we request permission for the noted duplications, for scholarship, research or private study. I/we will not further reproduce, distribute or publish these duplications, except for a single copy where necessary for academic evaluation. Citations to this copy must identify the location of the originals in the form of "From the collections of The Henry Ford."

Requested by (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_