

RESEARCH REQUEST FORM

Woodstock History Center

26 Elm Street Woodstock, VT 05091 802-457-1822 info@woodstockhistorical.org

John Cotton Dana Research Library

Fee Schedule:

Members: 1st hour free, then \$10/hour

Non-members: First ½ hour free, then \$20/hour

B&W Copies: \$.25/page

Color Copies: \$1.00/ page

Email low-res scan: \$2.00/scan

Name, address, phone and email:

Date: _____

Information requested:

When do you need the information?

How will you use the information?

What research have you completed to date? (so we don't duplicate your work)

walk-in written request email request phone request
 member non-member

WHC resources used:

Results:

Fees:

B&W copies _____ @ \$.25 = _____

Color copies _____ @ \$1 = _____

Email low-res scans _____ @ \$2 = _____

Billable hours _____ @ \$20 = _____

OR

Billable hours _____ @ \$10 = _____

Total Fees: _____

Report & Invoice sent: _____

Payment rec'd: _____