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.
o 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 entailed 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)
o 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 >>>

Research request *

Provide as much detail as possible regarding your research request. Narrow your request to an individual or one family. Let our researchers know as much as you can about them. Include with your request:

Full Name of Ancestor to be researched and Related Others (parents, siblings, spouse, children).

Information Sought - What do you hope to learn? Where they lived? See a historic photo?

- Your Ancestor's Important Dates & Locations of birth, marriage, death, arrival, naturalization, etc.,
- What will this information be used for? * (Academic research, family history, personal use, business records, etc.) How did you learn about MCHS' Research Services? If required as noted above, I will pay the needed research services fee. * Research results are unpredictable. Your ancestor may have left behind a wealth of interesting documents or he/she may have tread lightly across Manitowoc County, leaving few, or even no, records behind. You can expect your researcher to implement your research plan diligently and to spend your budgeted research dollars wisely. However, when you commission research, you are responsible for research fees regardless of results. Yes, I understand. Signature: _____ Date ____ Research will not be conducted until research fee is received. Please send research fee to the Manitowoc County Historical Society: 924 Pinecrest Road, Manitowoc, WI 54220 Office Use: Hours allotted/Completed: ___________________________________Volunteer: Sent: ______ Verified: _____

Payment due: _____