



# Request for Production Record and Letter of Agreement

Benson Ford Research Center • The Henry Ford  
20900 Oakwood Blvd • Dearborn, MI 48121-1970  
Phone: 313.982.6020 • Fax: 313.982.6244 • Email: [research.center@thehenryford.org](mailto:research.center@thehenryford.org)

Reference #:
Date Submitted:
Staff Initials:

Name:

Institution or Company:

Address:

City:

State:

Zip:

Phone:

Fax:

e-mail:

**Production records are only available for Ford and Lincoln vehicles built in the United States for the following years: 1909 – 1911 Model T’s and Lincoln vehicles from 1920 – 1949, plus 1956. Please see our website for more details regarding these records:**

- **Popular Research Topics webpage:** <https://www.thehenryford.org/collections-and-research/digital-resources/popular-topics/production-records>
- **AskUs! FAQ webpage:** <http://askus.thehenryford.org/faq/37829>

Please be aware that production information varies, but may include serial and model type/number, assembly date, color and accessories. Model T records are on microfilm; other records are on cards, order sheets or ledgers. Data will be either photocopied, scanned or transcribed from a ledger to a prepared form. Shipment to a branch or dealer is sometimes noted on a record; very rarely is a buyer’s name noted. To order please follow the steps below:

- We ask that you first complete and return this form along with payment, \$35.00 per vehicle.
- Note the vehicle engine/serial number as well as payment and method of delivery.
- Standard turnaround time for research, from receipt of payment and completed form, is two weeks.

The Benson Ford Research Center (BFRC) reserves the right to refuse to duplicate materials considered too brittle, fragile, or tightly bound for safe duplication.

I request permission for the noted photocopies/reproductions, for, scholarship, research, or private study. I will not further reproduce, distribute, or publish these photocopies/reproductions, except for a single copy where necessary for academic evaluation. Citations to this copy must identify the location of the originals in the “Benson Ford Research Center, The Henry Ford.”

**Requested by (Signature):**

**Date:**



## Request for Production Record and Letter of Agreement

Benson Ford Research Center • The Henry Ford  
20900 Oakwood Blvd • Dearborn, MI 48121-1970  
Phone: 313.982.6020 • Fax: 313.982.6244 • <mailto:research.center@thehenryford.org>

Name:
Date Submitted:

Vehicle Information			Location	Description	
Vehicle Engine/Serial Number	Make/Model	Year	Accession Number/ Collection Title/Box Number (Staff Use Only)	-Ledger Number -Page Number -Reel Number (Staff Use Only)	Subtotal

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

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

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

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

Method of Payment	Special Instructions
<input type="checkbox"/> Cash (in-person orders only)	<p><i>Standard turnaround is 2 weeks. Requests for a turnaround of less than 2 weeks will be charged an additional 100% rush service fee of \$35/record.</i></p> <p><b>Delivery</b></p> <input type="checkbox"/> Pick Up from Reading Room <input type="checkbox"/> First Class US Mail <input type="checkbox"/> Scan ( <i>PDF files will be sent via email</i> ) Other Instructions: _____
<input type="checkbox"/> Check or Money Order payable to "The Henry Ford" <i>Must be payable in US dollars drawn on a US bank.</i>	
<input type="checkbox"/> Credit Card (Mastercard, Visa, Discover, or American Express)	
Name on Card:	
Billing Address:	
Credit Card #:	
Expiration Date:	