



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

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 _____

Service Charge _____

6% MI Sales Tax _____

Total _____

Method of Payment

☐ **Check or Money Order Payable to "The Henry Ford"** must be payable
in U.S. dollars drawn on a U.S. bank.

☐ **Credit Card** (MasterCard, Visa, Discover or American Express)

Name on Card: _____

Billing Address: _____

Credit Card #: _____

Expiration Date
and CVV: _____



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34								
35								

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) _____