



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

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.

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Requested by (Signature): _____ **Date:** _____



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Name: _____
Date Submitted: _____

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

Subtotal _____

Method of Payment	Special Instructions
<input type="checkbox"/> Cash (in-person orders only)	<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> Delivery <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: _____	

10% Member Discount _____

6% MI Sales Tax _____

Total _____