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Research Form

Date: _____

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Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

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Price Quote: _____

Research is done free of charge if the amount of time involved is less than 10 minutes otherwise the cost is \$15 per hour.

Copies: 25¢ per page for 8" x 11" or 8" x 14" – 50¢ per page for 11" x 17"

Requested Information: _____

Research Results: _____

Date Research Completed *Date & How Requester Was Notified (i.e. Phone, mail, email)*

Research Done By: _____