

Customer name, last name first.



Page number of order: 1

Customer signature or P.O.:

Total number of pages in order: _____

General Information Form / Research Division ~ All orders from the Research Division must use this form in addition to other forms related to each area of the Division.

Customer Name →						
Mailing Address →						
City, State, Zip →						
Email: →						
		Phone # (daytime) →		()		
<i>Send to:</i> → → →		Research Division, Oklahoma Historical Society, 2401 N. Laird Ave., OKC, OK 73105				
Complete this area <i>only</i> if the " bill to " address is different from the address above.						
Bill to Name: →						
Address: →						
City, State, Zip						
<i>phone #</i>		()		<i>email:</i>		
Complete this area <i>only</i> if the " ship to " address is different from the address at top of page.						
Ship to Name: →						
Address: →						
City, State, Zip						
<i>phone #</i>		()		<i>email:</i>		
Research Fees must be paid in advance of processing your order. Please include your research fee(s) with your order forms. The General Research Fees do not apply to orders for microfilm rolls and some other areas.* Please read the instructions for the area of interest. All other fees will be billed with the shipped or delivered order.						
Out of State Resident Research Fee		\$20.00 (non-refundable)		\$		
In-State Resident Research Fee		\$ 10.00 (non-refundable)		\$		
*Research Fees do not apply please check box →						
Oral History Research Fee is \$25.00 for all users.						
Oral History Research Fees do not apply to orders when the accession (file) number(s) is submitted with the order. This fee applies to oral histories only.					\$	
Please complete this page (only once) and add it to other order pages as needed.						
Staff use only →	Staff initials:	ResFee	Order Date:	Completion Date:	Rush	Online
Pick-up:	Email:	Mailed:	Other Delivery:			

Customer (Last) Name: _____



Audio, Film, and Video Archives

Phone # () _____

Customer signature or P.O. #:						Page # or order:	
*Please complete General Information Form and include it with your order.							
Collection Name:						(if known)	
Collection Number:						(if known)	
Format: (circle one) ↓				Fee ↓			
VHS		→		\$15.00/tape			
DVD-R		→		\$25.00/disc			
Mini-DV		→		\$20.00/cassette			
Beta SP		→		\$30.00/cassette			
Audio CD (also called music CD) (approx. 70 mins)		→		\$20.00/disc			
Shipping and Handling				→		\$5.00/order	
Short description of footage wanted: ↓				Total due →		\$ _____	
Send to:		Research Division, Oklahoma Historical Society, 2401 N. Laird Ave., OKC OK 73105			Email: Bill Moore • (405) 522-6307 bdmoore@okhistory.org		
**Use Fees: Audio or Video for any Resale or Broadcast Documentaries							
Use fees are for each item used.							
5,000 copies and under				→		\$25.00	
5,001 copies and over				→		\$75.00	
Interactive CD or DVD				→		\$80.00	
Exhibitions: Commercial Use				→		\$20.00	
Exhibitions: Non-Commercial Use				→		\$10.00	
Staff use only →	Staff initials:	ResFee	Order Date:	Completion Date:	Online	Use Fee: \$	
Pick-up:		Email:	Mailto:	Other delivery:			