

REQUEST FOR RESEARCH SERVICES

Research Services are by appointment only. Please call 973-735-6231 or 6230

FEES

Research Assistance:	The requestor will be allowed one hour of research assistance free of charge. Additional time will be charged \$25 per hour in six minute (\$2.50) increments. Unassisted research performed by the requestor is not charged.					
Photocopies:	<u>Letter or Legal Size</u>	<u>Rate</u>	<u>SSC*</u>	<u>Total with SSC</u>	<u>Large Documents</u>	
	8-1/2" x 11"	\$0.05/pg	\$0.10/pg	\$0.15/pg	11" x 17"	\$0.25
	8-1/2" x 14"	\$0.07/pg	\$0.08/pg	\$0.15/pg	18" x 24"	\$9.00
	*A special service charge will be added for other than straight feed copying				24" x 36"	\$18.00
					30" x 42"	\$24.00
Email of scans:	Up to 25 pre-scanned documents will be provided at no charge; over 25 will be charged \$0.25 each. New scanning of documents will be charged \$0.25 per page. Researchers may use their flash drives or cameras at no charge.					

TO BE FILLED BY REQUESTOR

Name _____ Date _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

DESCRIBE REQUEST

FOR DEPT. USE

Service Provided / Time	Copies	Notes	Total Charge _____
_____	_____		Deposit _____
_____	_____		Balance Due _____
Charge _____	Charge _____		Total Paid _____
			Date _____ Initials _____