



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 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 | Subtotal |
|------------------------------|------------|------|--------------------------------------------------|------------------------------------------------|----------|
| Vehicle Engine/Serial Number | Make/Model | Year | Accession Number/ Collection Title/Box Number | -Ledger Number -Page Number -Reel Number | |
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| | | | | | |

Subtotal _____

10% Member Discount _____

6% MI Sales Tax _____

Total _____

| 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: _____ | |

