



Historical Society
of Pennsylvania

Research by Mail Request Form

1. **Please print** and fill out all sections of this form.
2. Mail this form with **a specific research request and payment** to: Research by Mail, The Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, PA 19107-5699. If you are paying by credit card, you can also fax the form to 215-732-2680.
3. We aim to complete all research requests within approximately 8 weeks of receiving payment. Rush requests will be completed within approximately 2 weeks.

Your name: _____ Today's Date: _____

HSP Member? (circle one) Yes No Daytime phone: _____

Street address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Please check here if you do not want to receive periodic emails from HSP: ____

Research By Mail Fee Schedule (fees subject to change):

Service	HSP Members	Non-Members
First research Hour	\$30	\$55
Each additional hour	\$25	\$40
Rush service per hour	\$40	\$70
Exact Citation Photocopy	\$10 per source requested + \$0.50 per page	\$15 per source requested + \$0.50 per page
Photocopy orders may require additional shipping fee.		

Method of Payment:

____ Check (make checks payable to The Historical Society of Pennsylvania)

____ Credit Card (See below)

Amount \$ _____

Credit Card Authorization:

I hereby authorize The Historical Society of Pennsylvania to charge the credit card number listed below for research/reference services.

Charge to: Visa ____ Mastercard ____ American Express ____

Card number: _____ Expiration date: ____/____

Cardholder name: _____

Cardholder signature: _____

HSP will not deposit your check or charge your credit card until research services are completed. We look forward to working on your request!