

Research Policy:

Research fees are per individual request. Research fee of \$10 is payable at the time of each request. This covers a minimum of 1 hour research of available materials. Each additional hour is billed at \$5 an hour with copies billed at 25 cents per page. Please allow up to 4 weeks for completion of your request. Research fees are not refundable if the requested information cannot be found. The Burlingame Historical Society observes copyrights. Copies of information found will be returned by U.S. Postal Service.

To submit your request: Print and mail completed form and signed agreement with a check for pre-payment (minimum \$10.00) to:

Burlingame Historical Preservation Society (BHPS)
P.O. Box 74
Burlingame, Kansas 66413

Complete, sign and return this section with filled out request form to BHPS with your remittance.

I am submitting pre-payment of \$_____ (research fee minimum \$10.00 per individual request) for research assistance as described on the enclosed form. I understand that if more information is available than what is covered by this pre-payment I will be billed for additional cost of \$5 per hour, plus 25 cents per copy, up to the amount I have authorized on the previous page.

Signed: _____

Date: _____