



Office Use Only:
Inquiry # _____
Date received _____

Research Request Form

The Chester County Historical Society is now offering a research service for the convenience of patrons who are unable to visit our facility. This should be considered a preliminary search or supplement to your own research. It is the responsibility of the client to analyze and evaluate all documents and reports provided by this service. Please note, if you are not seeking research services and only wish to obtain copies of specific documents, please email library@chestercohistorical.org for a price quote and instructions.

The fee per inquiry for this service is as follows:
CCHS Members: \$35 /first hour; \$25/additional hour*
Non-Members: \$40/first hour; \$30/additional hour*

The first hour of research includes the following:

- 1. Search of applicable indexed records housed at the Chester County Historical Society and Chester County Archives.
2. Up to 20 photocopies of relevant documents (relevance to be determined by the archivist conducting the search).
3. Brief report summarizing results and recommendations for further research.

*Please send payment only for the first hour of research. If the archivist conducting the search feels that additional time is necessary, he/she will contact you to discuss the possibility of contracting additional research.

Please fill out and return along with payment (no cash) to:

Chester County Historical Society
225 North High Street
West Chester, PA 19380

Client Name _____

Phone Number _____ Email _____

Address _____ Apt _____

City _____ State _____ Zip _____

Payment Information: Total \$ _____

- Check, payable to CCHS
Visa
MasterCard

Account # _____ Exp. Date _____ CVV# _____

Name as it appears on the card _____

Signature _____

