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| **Request Form**  **For Research or Service** |  | **Colchester Historical Society**  P.O. Box 13  Colchester, CT 06415  [mail@colchesterhistory.org](mailto:mail@colchesterhistory.org)  www.colchesterhistory.org |

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| 1) General Information | | | | | | | | |
| Name |  | | Email Address |  | | | | |
| Street Address |  | | *City* |  | State |  | Zip |  |
| Request Date |  | | *Phone* |  | | | | |
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| 2) Fee Schedule | | | | | | | | |
| **Membership Status** | | **Time Frame and Cost** | | **Time Frame and Cost** | | | | |
| Society Members | | 2 Hours-Free | | *$20 Each Additional Hour* | | | | |
| Non-Members | | *2 Hours-$25.* | | *$25 Each Additional Hour* | | | | |
| Not a Colchester Historical Society Member? You can join using the “Join or Renew” button on our website: www.colchesterhistory.org | | | | | | | | |

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| 3) Please Describe Research, Information or Service Requested. |
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| 4) Please provide any information that you *already know* about your requested topic. |
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| 5) Intended Use of Research, Information or Service Requested. |
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| 6) Below to be Completed by the Colchester Historical Society | | | | | |
| Request Status |  | Review Date |  | Research Manager |  |
| Comments |  | | | | |

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| 7) Internal Resources Utilized. To Be Completed by the Colchester Historical Society | | |
| Action Taken | *Hours* | *Comments* |
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| 7) External Resources Utilized. To Be Completed by the Colchester Historical Society | | | |
| Action Taken | *Hours* | *Est. cost* | *Comments* |
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