# Alabama Department of Archives and History
## MICROFILM DUPLICATION ORDER FORM
## Alabama Libraries/Archives/Probate offices

Name of Institution : _____

Contact name: _____

Street Address (**required for delivery**): _____

City: _____

State: _____

Zip Code: _____

Email address: _____

Phone Number (**required to complete order**):_____

COPYING CHARGES

| Cost per roll | Number of rolls ordered | Amount Due for Microfilm Order |
|---|---|---|
| $25.00 | | $ |

**If paying by credit card**, check one:     ❑ Visa          ❑ MasterCard          ❑ American Express

**Credit Card Number:** _____     **Expiration Date:** _____

**If order is over $500, please attach purchase order made out to ADAH.**

**If not paying by credit card**, enclose a check or money order for the amount indicated above.
Please include a driver's license number on personal checks.
A fee of $30 may be assessed for returned checks.
Order form checked and money received by ADAH staff
member_____

*Send payment to:*
Alabama Department of Archives and History
Post Office Box 300100
Montgomery, Alabama 36130-0100
334-242-4435          http://www.archives.alabama.gov

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*For Official Use*:
Dates:
 Pulled _____
 QC'd _____
 Sent to vendor_____
 Rec'd from vendor_____
 Refiled_____by_____

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Each order must list each microfilm roll separately and include the location number (M# or S#) for each roll.  Please only write the location number once.  The M or S number is available from the microfilmed newspapers database at: http://www.archives.alabama.gov/newsmicro/search.cfm, or for probate records at http://www.archives.alabama.gov/localrecords/search.cfm .
**Please allow 6 - 8 weeks for your order to be filled.**

| TITLE OF COLLECTION | DATE SPAN | LOCATION NUMBER (M# or S#) |
|---|---|---|
| 1. _____ | | |
| 2. _____ | | |
| 3. _____ | | |

| order sent | date | rolls received |
|---|---|---|
| | | |

## FOR ADDITIONAL TITLES

| TITLE OF COLLECTION | DATE SPAN | LOCATION NUMBER (M# or S#) |
|---|---|---|

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____