

Stewart Bell Jr. Archives Room
Handley Regional Library/ Winchester Frederick County Historical Society

P.O. Box 58, Winchester, VA 22604

(540) 662-9041, ext. 17

archives@handleyregional.org

www.handleyregional.org

Research Request Form

For a prepaid fee of \$18.00, a skilled researcher will spend **one hour** to investigate and respond to your request utilizing sources available in our library and archival collections. We will use online and print indexes, provide citations; check multiple sources, and provide information on relevant resources outside the library. Material found will be mailed to you. Allow 4-6 weeks from receipt of payment.

The fee includes up to 10 photocopied pages of supporting documents. Additional copies will cost \$.50 per page or \$2.00 for microfilm, for which you will be billed. There is a limit of 50 copies per request.

To make a research request, send the completed form and check to the address listed above. (Please make checks payable to WFCHS Archive). Or, click on the Submit Form button at the bottom of the request form to email it to the Archives. Payments may be made with PayPal via the link on our [Research](#) page.

We will not start our research until we have received your payment. **Fee is not refundable.**

I agree to the above terms and conditions.

NAME:

ADDRESS:

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TELEPHONE: ()

Please state your information request, including any pertinent full names, dates, and resources checked (census, deaths, etc.) **One surname/topic per request.**