



**ORDER FORM AND USE AGREEMENT
 FORD PARTS DRAWINGS AND RELEASES
 (DIGITAL SCANS ONLY)**

Reference No.
Date Received:
Staff Initials:

**Please read, supply the requested information, and return all three (3) pages of this form – with payment – to:
 Benson Ford Research Center, The Henry Ford, 20900 Oakwood Blvd., P.O. Box 1970, Dearborn, MI 48121-1970**

Name: _____

Institution or Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ e-mail: _____

Drawings to be used for (check one and describe project below)

- Personal Use (Research, Not for Publication)
- Commercial Use (See Page 3 for restrictions)
- Publication – *use Photograph Order Form and Use Agreement*

Description of Project: _____

Conditions of Use

The requestor agrees...

- 1) to use the drawing only once and only for the purpose listed in the Letter of Agreement’s statement of intended use, “Drawings to be used for...” Any subsequent or different use constitutes a reuse and must be applied for in writing. There is a reuse fee.
- 2) not to permit others to reproduce the drawing or any facsimile of it.
- 3) that in authorizing this use of the drawing, The Henry Ford does not surrender its own right to grant others permission to use it.
- 4) that The Henry Ford reserves the right to limit the number of copies; to restrict the use or reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty in copying; and to charge a higher copying fee than specified.
- 5) that any exceptions or additions to the above conditions will appear on, and be considered part of, the Letter of Agreement.

Requested by (signature): _____ Date: _____

Name (please print): _____

Approved by (The Henry Ford rep): _____ Date: _____

Title (The Henry Ford rep): _____



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Benson Ford Research Center
The Henry Ford
20900 Oakwood Blvd.
P.O. Box 1970
Dearborn, MI 48121-1970
P: 313.982.6020
F: 313.982.6244

THIS IS THE ONLY FORMAL INVOICE YOU WILL RECEIVE

Payment must be included with this invoice before processing will begin.
Please itemize each image. Include the item number and a brief description of each image.
Refer to the Fee Schedule included in this agreement. **Use fees will not be refunded.**

Name: _____ **Drawings to be used for:** _____

	Part Number	Description	Date of Drawing	Subtotal
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

More than 12 drawings – continue on Order Form Addendum

Type of Reproduction
<input type="checkbox"/> Digital File (JPEG or TIFF)
<input type="checkbox"/> Photocopy (on-site only)

Pieces Subtotal	
Research Charge	
10% Member Discount	
Rush Fee	
6% MI Sales Tax*	
Shipping Charges**	
Total	

Method of Payment	
<input type="checkbox"/> Cash (in-person orders only)	
<input type="checkbox"/> Check or Money Order payable to "The Henry Ford"	
<input type="checkbox"/> Credit Card (Mastercard, Visa, Discover, or American Express)	
Name on Card:	
Credit Card #:	Expiration Date:

* Michigan Residents or Sales

** No additional shipping charge for items sent First Class Mail in U.S. and Canada. Other shipping destinations and services available, charges vary by destination, service, and size of order. Please ask.

Or, provide your shipping account #:



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ORDER FORM ADDENDUM

Name:

Drawings to be used for:

	Part Number	Description	Date of Drawing	Subtotal
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				

More than 36 drawings – continue on extra Addendum

Type of Reproduction
() Digital File (JPEG or TIFF)
() Photocopy (on-site only)

Pieces Subtotal	
Research Charge	
10% Member Discount	
Rush Fee	
6% MI Sales Tax*	
Shipping Charges**	
Total	



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BLUEPRINT AND DRAWING REPRODUCTION POLICY

The duplication of drawings, such as Ford Engineering drawings or Greenfield Village building plans, will be handled in the same manner as a request for photographic images.

Anyone requesting copies of drawings will be asked to complete a **Photographic Order/Letter of Agreement – Ford Parts Drawings and Releases** or a **Request for Photocopies and Use Agreement – Ford Parts Drawings and Releases**. There are two types of uses: personal research and commercial use.

Personal use indicates that the drawings will be used solely for private study, scholarship or research.

Commercial use indicates that the drawings are to be used to develop commercial products or used in publications. The Henry Ford is not part of the Ford Motor Company, and cannot confer the rights to manufacture reproduction Ford parts for sale. Ford Motor Company’s contact for reproduction parts licensing is:

Dennis Mondrach
Ford Component Sales
290 Town Center Drive, Suite 1000
Dearborn, MI 48126
(313) 390-0949
dmondrac@ford.com

Reproduction: Parts Drawings and Parts Releases (records of change) can be reproduced in two formats: Photocopies from a microfilm reader printer located in the Research Center Reading Room, or Digital Files delivered on a CD-ROM.

Photocopying: (self-service and on-site only) Because of the 70mm format, a complete photocopied drawing requires multiple sheets which then have to be pieced together to show the entire drawing. The research center does not provide a microfilm photocopy service for off-site researchers.

Digital Files: Will be reproduced by the Research Center Staff. Available to both on-site and off-site researchers. Please allow two weeks for delivery.

REPRODUCTION AND USE FEES

Effective 1/2/13. Prices subject to change without notice.

See **Order Form and Use Agreement – Self-Service, On-Site Photocopies Only** for other formats.

Parts Drawings	Parts Releases
(digital files on CD)	(digital files on CD)
\$30.00 per drawing	\$15.00 per release #

TURN-AROUND TIME: The Research Center always completes each order as quickly as possible, please allow 10 working days from the receipt of the completed order form and payment to the shipment of print and digital file duplication orders. Large and/or special orders may require more time for completion.

EXPEDITED SERVICE: 5-day turn-around time is available at an increase of 50 % of the standard service.