Town of Gorham Historical Society

Item Order Form

(Please review instructions on last page of this file.)

Name _____

Address: _____

_____

Email Address: _____

Phone Number: _____

1 year Town of Gorham Historical Society Membership ($8) $_____
    (optional)

Number of Items ordered from Copy Form   _____

Enter applicable Copy Rate ($1 or $2) $_____

    Member rate per copy ($1 each item)
      (current member or joining on this form)
    Non-Member rate per copy ($2 each item)

Enter Copy Fee (Number of Items times Copy Rate) $_____

Enter Total Due $_____

Please send your Order Form & Copy Form(s) with check payable to:

Town of Gorham Historical Society
P.O. Box 90
Gorham, NY 14461

Thank You!

Town of Gorham Historical Society   www.GorhamNYHistoricalSociety.org

Copy Form

For each item you wish to order from our index, please enter the Item #, Surname, and First/Middle.

If "Item #" is blank in the database, the item CANNOT be ordered and is provided for informational purposes only.

Item #	Surname	First Middle

Please count the items you have entered above, and enter that number on the Order Form ("Number of Items ordered from Copy Form").

If necessary, additional copies of this sheet may be used. Include Copy Form(s) with your order.

How to Order Copies from the Surname Index

- If you wish to order an item from the surname index, print out this form, fill it in, and mail it with payment.
- Each Item # may consist of 1 page or up to 10 pages. The page numbers are listed in the *Location or ID* field of the index.
- The cost for 1 item (regardless of the number of pages) is $1 for members and $2 for non-members. You may become a member on the order form and receive the member price.
- Note that we copy the full page (not a snippet) which may contain valuable collateral information. However, it is possible that the page contains NO useful information beyond what was included in the index.
- Please do not order more than you need. In the following example, if you want copies for Allie, Lillie, and Mrs. S. B. Douglass, ONLY ORDER Item # 71! Item #71 includes ALL content on pages 10 and 11.

Item #	Surname	First Middle	Event Yr	Repos.	Source	Location or ID
69	Douglass	Allie	1876	TGHS	PUB Bicentennial	Page 10
70	Douglass	Lillie	1876	TGHS	PUB Bicentennial	Page 10
71	Douglass	S. B. [Mrs.]	1876	TGHS	PUB Bicentennial	Page 10,11

- When an individual has more than 1 item, the first item will have an asterisk in the Location field as shown in the example below. The item with the asterisk consists of the "most useful" subset of pages.

Item #	Surname	First Middle	Event Yr	Repos.	Source	Location or ID
4832	Andrews	Anna	1823	TGHS	CEM Pioneer	*Binder 2A, Page 238,…
4833	Andrews	Anna	1823	TGHS	CEM Pioneer	Binder 2A, Page 1,6,…

- When the *Item #* field is blank in the Surname Index, a copy can NOT be ordered because of one of these reasons:
  - The source is not at our museum. For more information, see *What is currently in the Surname Index?*
  - The source is at our museum, but is restricted by copyright.