



Request for Production Record and Letter of Agreement

Reference No.:
Date Received:
Staff Initials:

Benson Ford Research Center
 The Henry Ford
 20900 Oakwood Boulevard
 P.O. Box 1970
 Dearborn, MI 48124-1970
 research.center@thf.org
 P: 313.982.6020

The Henry Ford
 Federal ID# 381359513-N

Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

Production records are only available for Ford and Lincoln vehicles built in the United States for the following years: Model T's 1909-1911 and Lincoln vehicles 1920-1949 and 1956.

No.	Vehicle Engine/ Serial Number	Make and Model	Year	Location (Accession, Ledger, Box, Reel, Page) STAFF USE ONLY	Paper Copy	PDF Scans	Fees
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Subtotal _____

10% Member Discount _____

Rush Fee _____

6% MI Sales Tax _____

Total _____

Service Charge: \$35 per serial number
 No sales tax charged on PDF scans.

Turnaround
 Normal turnaround is four weeks.

Rush turnaround (less than two weeks)
 add 100% (\$35 per serial number) to the
 service fee.

Delivery
 PDF scans via email
 Photocopies via first-class mail

Method of Payment
<input type="checkbox"/> Check or Money Order Payable to "The Henry Ford" (Must be payable in U.S. dollars drawn on a U.S. bank)
<input type="checkbox"/> Credit Card (MasterCard, Visa, Discover or American Express)
Name on Card: _____
Billing Address: _____
Credit Card #: _____
Expiration Date: _____



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The information that is found in the production records varies depending on the type and time period of the vehicle. However, records may include the serial and model type/number, assembly date, color and trim information, ship date and accessories. Details on the shipment of a vehicle to a branch or dealer are sometimes noted on a record. We typically do not have information on the original or subsequent owners of the vehicles.

You will receive all the information we have on your vehicle, either a photocopy or scan of the original card or information transcribed from the original ledgers onto prepared forms. For Model T records, which are available only on microfilm, you will receive the best possible copies made from the microfilm printer as well as a transcribed version of the card. Any information we have on codes used in records will be included; otherwise we do not have this information.

Reference staff reserves the right to refuse to duplicate materials considered too brittle, fragile or tightly bound for safe duplication.

I/we request permission for the noted duplications for scholarship, research or private study. I/we will not further reproduce, distribute or publish these duplications, except for a single copy where necessary for academic evaluation. Citations must include material location and state "From the collections of The Henry Ford."

Requested by (signature) _____ Date _____

Name (please print) _____