

Easton Area Public Library Church and Cemetery Records Photocopy Request Form

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1. Type the required information in the boxes below. The source codes are printed in red type in the indexes. Include the entire code and the page number. **EXAMPLE N10E13C (14)**

Double check the source codes. The library will not research incorrect citations.

2. Print the completed form.

3. Enclose a self- addressed, stamped envelope . (Requests over five pages require additional postage. UP to five pages = one 60¢ stamp ; Six to Ten pages = two 60¢ stamps.)

4. Make check or money order payable to Easton Area Public Library. Cost is \$1.00 for for each copy ordered. Limit is 10 pages.

5. **Send to : Marx Room, Easton Area Public Library, 515 Church Street, Easton PA 18042-3587.**

6. Please allow 2 - 4 weeks for processing. Note that we are unable to process any request via email, fax or telephone.

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