



Easton Area Public Library Photocopy Request Form

1. Type the required information in the boxes below.

**Double check the dates and pages. The library will not research incorrect citations.*

2. Print the completed form.

3. Please enclose a self-addressed, stamped envelope. Requests exceeding five pages require additional postage: Up to five pages: one stamp (current rate)

Six to ten pages: two stamps (current rate)

Newspaper articles may be emailed instead of mailed once payment is received.

4. Make check or money order payable to Easton Area Public Library.

5. Payment is equal to the number of articles X \$5.00.

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

7. Please allow 2 - 4 weeks for processing.

Please note: We are unable to process any requests submitted via fax, telephone or email (except for newspaper article submissions for which payment has been received).

Name :

Address:

City:

State:

Zip Code:

Email Address:

Subject	Newspaper	Date	Page #	Desc.
Subject	Newspaper	Date	Page #	Desc.
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Total number of obituaries requested X \$5.00

Total Amount Enclosed