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| ***Email completed form to: asm\_crm@email.arizona.edu*** |  | ***Email subject line: Document Request*** |
| **ASM use only** |
|  |  |  |  |  |  |  |  |
|  | Scanned | Not scanned |  |  | Exist | Not created | Updates |
| No. PRFs |  |  |  | No. Site Cards |  |  |  |
| No. Reports |  |  |  | **Total Time (minutes)** |  |
|  |  |  |  |  |  |  |  |
|  |
| **Section 1. General Information** |
| a. ASM Job No. (Quote Reference ID): |  |
| b. Date requested:  |  |
| c. Institution: |  |
| d. Project Number: |  |
| e. Project Name |  |
| f. Request submitted by (name): |  |
| g. Requestor’s email: |  |
| h. Requestor’s mailing address: |  |
| i. Additional recipient name(s) *(optional)*: |  |
| j. Additional recipient email(s) *(optional)*: |  |
|  |
| **Section 2. Project Registration Forms** |
|  | *AZProj or ASM Accession Number (one per cell; please add rows as appropriate)* |
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| **Section 3. ASM Site Cards** |
|  | *ASM Site Number (one per cell; please add rows as appropriate)* |
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| **Section 4. Reports** |
|  | *AZProj or ASM Accession Number* | *Bibliographic citation (as complete as possible)* |
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| **Section 5. Please Note** |
| 1. All services offered by the ASM must be requested through the ASM Request Quote for Services website: <https://asmquoterequest.oasis-prod.arizona.edu/ASM/quoterequest/>
2. In order to receive a quote for a Document Request, the institution making the request must hold an Arizona Antiquities Act (AAA) permit or have an *Archaeological Records Office Records Use Agreement* on file at ARO.
3. The fee for a Document Request is calculated based on the time that it will take to fill the request. ASM staff will email a customized quote once this form has been received, and before work begins.
4. Documents will be delivered electronically via the University of Arizona’s Box account, unless another delivery method is requested.
5. Once paid and depending on the size of the request, Document Requests are typically not scheduled and are completed within 2-10 business days. More time-intensive Document Requests (e.g., site cards with multiple updates, a large number of reports) may need to be scheduled. The quote email will discuss scheduling, if applicable.
6. ASM staff will not process forms emailed to staff email accounts. To avoid delays, follow these instructions:
	* Email completed form to: **asm\_crm@email.arizona.edu**
	* Use this subject heading in the email: **Document Request**
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