



Hargrett Rare Book & Manuscript Library  
 University of Georgia Libraries  
 Russell Special Collections Building  
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# ARBITRON PHOTOCOPY REQUEST

Clear this form

## INSTRUCTIONS AND POLICIES:

1. Please type, sign and submit all request forms via fax, U.S. mail or in-person. Please do not reduce form size.
2. Be specific – Complete all request forms in their entirety.
3. Please sign – You will be asked to sign and resubmit unsigned request forms.
4. Handwritten, illegible, incomplete and/or unsigned request forms may be delayed or returned.
5. Please allow a minimum of four to six weeks for processing. Orders will NOT be faxed.
6. Copies for individuals are \$0.50 per page plus postage and handling.
7. Copies billed directly to Arbitron are \$1.00 per page plus postage and handling.
8. **All Arbitron request forms totaling less than \$25.00 will be billed. Please do not send money with your Arbitron request form.**
9. **All Arbitron request forms totaling more than \$25.00 must be paid for in advance. You will be notified by Ms. Mary Linnemann ([linneman@uga.edu](mailto:linneman@uga.edu)) of the amount due. Your request will not be processed until a credit card payment, check or money order is received.**
10. For information on Arbitron, Inc. go to <http://www.arbitron.com/home/content.stm>
11. The Hargrett Library staff is responsible for photocopying only.

## PATRON INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

Federal Express Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please check one:**       **Television Station**       **Radio Station**

City (ex. Chicago) \_\_\_\_\_

Year (ex. 1983-1986) \_\_\_\_\_

Quarters (ex. Spring, Fall) \_\_\_\_\_

Gender/Age Group (ex. Persons 12+ or Male 18-24) \_\_\_\_\_

Day Part (ex. Monday-Sunday 6AM-Midnight) \_\_\_\_\_

Section of Booklet (ex. Target Audience) \_\_\_\_\_

Station (ex. WTMX-FM) \_\_\_\_\_

Other \_\_\_\_\_