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request form

research services

- A minimum of 50% of request total must be paid as a non-refundable deposit before any research service can begin.
- It is the responsibility of the individual or organization identified under client name to pay **all** fees, regardless of whom they represent or act on behalf of.
- Acceptable methods of payment are cash, debit, Visa, and MasterCard. American Express is not accepted.
- Client agrees to exercise all due care in handling all research and collections materials and to assume full responsibility for any damage, accidental or otherwise, which the Client may inflict on any property of the Whistler Museum & Archives.
- Client has read and understands the Whistler Museum & Archives **Research Services Policy** and agrees to be bound by the terms and conditions stated therein.
- Client agrees to abide by all rules and regulations of the Whistler Museum & Archives.

client information

client name and organization (attach business card if possible)		date
mailing address		
telephone/mobile	fax	e-mail

service requested

independent	<ul style="list-style-type: none"> • 10.00 	
off-day	<ul style="list-style-type: none"> • 25.00 per hour for a minimum of two hours • Must be requested one week in advance 	
assisted	<ul style="list-style-type: none"> • 30.00 per hour for a minimum of two hours • Assisted research service agreement required 	

describe the purpose of and intended for your research

describe specific types of research materials that you wish to access

office use only

date and time of appointment	appointment booked by
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