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| ***Email completed form to: asm\_crm@email.arizona.edu*** | | | | |  | ***Email subject line: Cultural Resources Summary Letter*** | | |
| **Section 1.** **Requestor Information** | | | | | | | | |
|  | a. ASM Job No. (Quote Reference ID): | | |  | | | | |
|  | b. Date Requested: | | |  | | | | |
|  | c. Institution: | | |  | | | | |
|  | d. Mailing Address: | | |  | | | | |
|  | e. City, State, Zip Code: | | |  | | | | |
|  | f. Phone: | | |  | | | | |
|  | g. Contact Name: | | |  | | | | |
|  | h. Contact Email: | | |  | | | | |
|  |  | | |  | | | | |
| **Section 2. Project Information** | | | | | | | | |
|  | a. Project name or number: | | |  | | | | |
|  | b. Project description: | | |  | | | | |
|  |  | | | | | | | |
|  | c. Government agency requesting letter: | | |  | | | | |
|  |  | | | | | | | |
|  | d. Land owner: | | |  | | | | |
|  |  | | | | | | | |
|  |  | | | | | | | |
| **Section 3. Location of Investigation** | | | | | | | | |
|  | *a. Use the table below to list the Baseline and Meridian, Township, Range, and Section. One TRS entry per line.* | | | | | | | |
|  | ***Baseline and Meridian*** | | ***Township (N/S)*** | | | | ***Range (E/W)*** | ***Section*** |
|  |  | |  | | | |  |  |
|  |  | |  | | | |  |  |
|  |  | |  | | | |  |  |
|  | b. County: |  | | | | | | |
|  | c. Parcel number: |  | | | | | | |
|  | d. Parcel address: |  | | | | | | |
|  | | | | | | | | |
| **Section 4. Please Note:** | | | | | | | | |
| 1. Quote Request  * All services offered by the ASM must be requested through the ASM Request Quote for Services website: <https://arizonace.quickbase.com/db/bthqcer2g>. Choose the Records Research service.  1. Form Submission Guidelines  * Attach an aerial photograph or USGS 7.5-minute topographic map that clearly delineates the project area. *Do not submit construction or engineering maps.* * [*Optional*] You may submit a KML file or shapefiles depicting the project area in lieu of an aerial photograph or USGS map.   + KML files include the file extensions .kml or .kmz.   + Shapefiles include the file extensions .shp, .shx, and .dbf, and may also include any other associated files (such as .prj). * ASM staff will not process forms emailed to staff email accounts. To avoid delays, follow these instructions:   + Email completed form and map to: **asm\_crm@email.arizona.edu**   + Use this subject heading when submitting the completed form via email: **Cultural Resources Summary Letter**  1. Deliverables  * Research will be scheduled once the invoice is paid *and* the form and aerial photograph/map are received. * Standard requests will be completed within 20 business days. * *Expedited requests will be completed in 10 business days or less for an additional fee.* | | | | | | | | |
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