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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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