

REQUEST FOR COPIES

Date: _____

The lease numbers and/or instrument identifications for the copies that you are requesting are listed below. Additionally, please note the following:

1. **Only instruments that are not imaged will be copied.** If the instrument is imaged, it is the responsibility of the customer to research the Document Access records on SONRIS. **This may be done from your office free of charge.** If you do not have a computer in your office, you may perform this research at our office and you will be charged 25 cents for each page printed.
2. For documents that are not imaged, complete this form and submit it to Office of Mineral Resources, Attention: Records Management, 617 North Third Street, Baton Rouge, Louisiana 70802. You may also fax the form to (225)342-4527. You will be invoiced 25 cents per page for the copies. Prior to receiving the copies, you must pay the invoice. Checks should be made payable to the Office of Mineral Resources and cash payments should be for the exact amount.
3. For orders submitted that require information to be faxed or e-mailed, the charge is \$1.00 per page.
 - Orders that are extensive (more than 100 instruments) will take longer to process.

Customer Name: _____

Customer Address: _____

Customer Phone & Fax: _____

STATE LEASE NOS.

INSTRUMENT I.D.'S

TOTAL NUMBER OF COPIES: _____