



THE UNIVERSITY OF ARIZONA

ARIZONA STATE MUSEUM

MEMORANDUM

Date: 30 May 2019

Subject: Changes to ASM Value-Added Service Fees, Effective 1 July 2019

To: Entities Requesting ASM Expedited Services

From: Suzanne L. Eckert, Ph.D., Head of Collections

NEW EXPEDITED SERVICE FOR SITE NUMBER REQUESTS

Effective 1 July 2019, ASM will offer expedited service for Site Number requests, per project (in addition to cost of service provided), as follows:

Expedited Site Numbers Within 1-5 Business Days

\$350 1-5 site numbers
\$700 6-15 site numbers
\$1050 16-30* site numbers

Expedited Site Numbers Within 6-10 Business Days

\$200 1-5 site numbers
\$400 6-15 site numbers
\$600 16-30* site numbers

*No expedition is available for projects with 31 or more sites.

INCREASED FEE FOR EXPEDITED REPOSITORY AGREEMENTS

Effective 1 July 2019, the fees for expedited Repository Agreements (in addition to cost of service provided) will be as follows:

\$1000 Expedited Repository Agreement within 1-5 business days
\$750 Expedited Repository Agreement within 6-10 business days

REMINDERS CONCERNING EXPEDITED SERVICES

- 1) Choosing the non-expedited option for a service guarantees that service will be provided within 20 business days after payment has been received.
- 2) Stated time frames for expedited Site Number service begin after payment has been received and Project Registration is complete. Stated time frames for all other expedited services begin after payment has been received.
- 3) All expedited services are performed on a first-come, first-served basis.
- 4) ASM reserves the right to refuse expedition if service cannot be provided within the requested, expedited time frame. If expedited service is requested but cannot be provided, ASM will notify the client immediately.